



*Your*  
**FUTURE**  
*starts here.*

**Holmes**

2009-2010  
DISTRICT BULLETIN  
HOLMES COMMUNITY COLLEGE  
RIDGELAND • GOODMAN • GRENADA



Vo. 81

2009

No. 1

# **BULLETIN**

## **HOLMES COMMUNITY**

## **COLLEGE**

**Ninety-Eighth Session**  
**Begins Monday, August 17, 2009**

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Education is Training For Complete Living

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Mississippi State Department of Education  
Southern Association of Colleges and Schools  
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Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.

Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
404-679-4501



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# SCHOOL CALENDAR 2009 — 2010

OnLine Class Dates & Information ..... [www.holmescc.edu](http://www.holmescc.edu)

## SUMMER SCHOOL 2009

First Term Day (Monday-Friday) .....	June 1 - June 26
First Term Night (Monday - Thursday) .....	June 1 - June 25
Second Term Day (Monday - Friday) .....	July 6 - July 31
Second Term Night (Monday - Thursday) .....	July 6 - July 30
Full Night Term (Mon/Wed or Tu/Thur) .....	June 1 - July 30
Memorial Day Employee Holiday .....	May 25
July Fourth Employee Holiday .....	July 3
No Summer School Classes .....	June 29 - July 3

## FALL SEMESTER 2009

August 11, 14 .....	Faculty Meetings
August 12, 13 .....	Orientation and Registration
August 16 (3:00 p.m. - 6:00 p.m.) .....	Dorms Open
August 17 (8:00 a.m.) .....	Day & Night Classes Begin
August 21 .....	Last day for registration & adding courses
September 7 .....	Labor Day Holiday
October 9 .....	Mid-Semester grades due
October 31 .....	Last day for Fall graduates to qualify for graduation
November 4 .....	Last day to drop a class with a "W" or to Audit
November 23 - 27 .....	Thanksgiving Holidays
December 8 - 11 .....	Final Examinations

## SPRING SEMESTER 2010

January 4, 5 .....	Orientation and Registration
January 6 (8:00 a.m.) .....	Day Classes Begin
January 8 .....	Night Classes Begin
January 12 .....	Last day for registration & adding classes
January 18 .....	Martin L. King, Jr. Holiday
March 5 .....	Mid-Semester grades due
March 15 .....	Last day for Spring graduates to qualify for graduation
March 15 - 19 .....	Spring Holidays
April 2 .....	Good Friday Holiday
April 7 .....	Last day to drop a class with a "W" or to Audit
May 6, 7, 10, 11 .....	Final Examinations
May 14 (7:00 p.m.) .....	District-Wide Graduation at Goodman Coliseum



# OFFICERS OF ADMINISTRATION

## DISTRICT OFFICERS

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Steve Caldwell ..... Executive Vice President for Financial,  
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Sherrie Cheek ..... Vice President for Career-Technical Education  
Dr. Lindy McCain ..... Assistant to the President &  
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Roxanne Chisholm ..... Director of Purchasing & Receiving  
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Joye Jones ..... Director of Evening & Weekend Programs  
Wayne Watkins ..... Director of Career-Technical Education  
Elizabeth Spooner ..... IT Trainer, Luminus Portal Manager



# ADMINISTRATION

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B.A., University of Mississippi  
M.A., Mississippi College  
Ed.D., University of Mississippi

Joe A. Adams ..... Vice President, Ridgeland Campus

B.S., Mississippi State University  
M.Ed., Mississippi State University  
Ed.S., Mississippi State University  
Additional Study: Mississippi State University

Kevin Baker ..... Director of Information Technology,  
Goodman Campus

A.A.S., Hallmark Institute of Technology  
Microsoft Certified Systems Engineer  
A+ Certification  
IBM, Compaq, Okidata, & HP Certified

Julia Brown ..... Director of Human Resources,  
Goodman Campus

A.A., Mississippi Delta Community College  
B.S., Belhaven College  
M.B.A., Mississippi College

Don Burnham ..... Director of Admissions & Records,  
Goodman Campus

B.S., Mississippi State University  
B.S., Mississippi State University  
M.B.A., University of Mississippi  
Ph.D., University of Mississippi

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M.B.A., Mississippi State University

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M.S., Mississippi State University

Roxanne Chisholm ..... Director of Purchasing, Goodman Campus



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B.B.A., University of Mississippi  
M.Ed., Mississippi State University  
M.B.A., Delta State University  
Ph.D., University of Mississippi
- Fran Cox ..... Vice President for Academic Programs,  
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Ed.D., Delta State University
- Steve Diffey ..... Director of Communications & Alumni Affairs,  
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B.A., The University of Mississippi  
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- Terry Fancher ..... Director of Housing,  
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Additional Study: Mississippi State University
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M.S.N.S., Delta State University  
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M.B.A., Mississippi State University  
Ph.D., Mississippi State University
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## PROFESSIONAL STAFF

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 M.S.S., Mississippi College, M.Ed., Mississippi State University

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 M.S., Alcorn State University

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 M.L.S., University of Mississippi

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## FACULTY

- Betty Sue Adams ..... Mathematics,  
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M.Ed., Mississippi State University  
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- Donna Ahlrich ..... Mathematics,  
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M.A., Mississippi State University  
Ed.S.; Mississippi State University
- Ron Aldy ..... Head Women's Basketball Coach,  
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Additional Study: University of Southern Mississippi,  
Delta State University
- Wanda Aldy ..... Developmental Studies,  
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B.A.E, University of Mississippi  
Vocational-Technical Certificate, Mississippi State University
- Will Alexander ..... Engineering Technology,  
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A.A.S.; Holmes Community College  
B.S.; Mississippi State University  
M.A., University of Phoenix
- Lee Aldridge ..... Chemistry,  
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M.S., Delta State University
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- Jamilah Andrews ..... Asst. Women's Basketball Coach  
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- Lisa Anglin ..... Mathematics,  
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B.S., Millsaps College  
M.S., Mississippi College
- Sonja Arnett ..... English,  
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M.A., University of Mississippi
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M.S.N., Alcorn State University
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M.Ed., Mississippi College
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M.M., University of Mississippi
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- Craig Baker ..... Machine Tool Technology & Manufacturing Technology  
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D.M.A., University of Oklahoma



- Caroline Barton ..... History,  
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M.A., University of Mississippi  
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M. Ed., Mississippi State University  
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M.S., University of New Mexico
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M.S., Mississippi State University
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M.A., Millsaps College
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M.S., University of Southern Mississippi
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M.A., University of Mississippi  
Additional Study: Belhaven College



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B.S., Mississippi State University  
M.Ed., Grand Canyon University

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M.S.N., University of Mississippi

Stephanie Blue ..... Mathematics,  
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University, Co-Lin Community College,  
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M.M., University of Mississippi



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M.A., Mississippi State University	
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M.A., Mississippi College	
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B.F.A., Delta State University	
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Syracuse University
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M.S., United States Sports Academy
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B.S., Mississippi University for Women  
Additional Study: Delta State University
- Sherri Comfort ..... Practical Nursing /Practical Nursing Co-Chair,  
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Additional Study: Mississippi State University
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M.A., Wake Forest University  
Additional Study: Claremont Graduate University
- Jeffrey Cotten ..... Heating & A.C.,  
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Grenada Center  
B.S., Mississippi State University
- Darleen Dozier ..... Paralegal,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., Mississippi College
- Cindy Dugan ..... Music Appreciation  
Grenada Center  
B.M.Ed., University of Mississippi  
M.M.Ed., University of Mississippi
- Kenny Dupont ..... Head Baseball Coach,  
Goodman Campus  
A.A., George C. Wallace Junior College  
B.S., Troy State University  
Additional Study: Nicholls State University



- Cindi Eads ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S.N., University of Mississippi Medical Center  
M.S.N., Delta State University
- Dan Edwards ..... History, Political Science,  
Goodman Campus  
A.A., A.A.S., Holmes Community College  
B.S.E.E., University of Colorado  
M.A., Mississippi State University  
Additional Study: Mississippi State University
- Jeff Edwards ..... Business Administration,  
Goodman Campus  
B.S.B.A, University of Arkansas  
M.S., University of Arkansas
- Maria Edwards ..... French/Spanish,  
Goodman Campus  
B.A., Salve Regina College  
M.A., Mississippi State University  
Additional Study: La Sorbonne, Paris
- Jessica Elliott ..... Surgical Technology,  
Grenada Center  
A.A.S., Hinds Community College  
Additional Study: Tougaloo College, Mississippi State University
- Eddie Ellis ..... Collision Repair Technology,  
Goodman Campus  
A.A., Holmes Community College  
Master's Equivalent Mississippi State University  
Voc. Cert., Auto Body Repair, Holmes Junior College  
Additional Study: Mississippi State University
- Deborah Enis ..... Associate Degree Nursing,  
Grenada Center  
A.A., St. Dominic School of Nursing  
B.S., Northeastern University  
M.S., University of Mississippi
- Emily Fite ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Hinds Junior College  
B.S.N., University of Mississippi  
M.S.N., University of Mississippi



- Jason Flanigan ..... Head Men's Basketball Coach,  
Goodman Campus  
B.A., University of Mississippi
- Jeanene Ford ..... Psychology,  
Ridgeland Campus  
B.A., Blue Mountain College  
M.A., Houston Baptist University  
Additional Study: Mississippi College
- Mark Galtelli ..... EMT Director/Instructor,  
Ridgeland Campus  
B.S., University of Mississippi Medical Center  
Paramedic Certification, University of Mississippi Medical Center  
Additional Study: Millsaps College
- Chasity Garcia ..... Director of Fitness Center, Cheerleader Sponsor,  
Goodman Campus  
A.A., Holmes Community College  
B.A., Delta State University  
M.A., Delta State University
- Thomas Garrett ..... Funeral Service Technology,  
Ridgeland Campus  
A.A.S., East Mississippi Community College  
B.S., University of the State of N.Y.  
Doctor of Chiropractic, Life University  
Additional Study: Mississippi State University
- Wendy Grace ..... Reading,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Delta State University  
M.Ed., Delta State University
- Gwen Graham ..... Special Populations,  
Grenada Center  
B.A., Delta State University  
M.A., Mississippi State University
- William Gressett ..... Chemistry/Biological Sciences,  
Ridgeland Campus  
A.A., Meridian Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi
- Joshua Guest ..... Mathematics,  
Goodman Campus  
B.S., University of Mississippi  
M.S., University of Mississippi



- Sherry Hagar ..... Occupational Therapy,  
Ridgeland Campus  
B.S., East Texas State University  
M.O.T., Texas Women's University
- John Robert Hall ..... History, Philosophy, & Bible,  
Ridgeland Campus  
B.A., Oral Roberts University  
M.Div., Oral Roberts University  
Additional Study: Mississippi State University, Mississippi College
- Reginald Haralson ..... Asst. Football Coach,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Belhaven College
- Jerry T. Harris ..... Art,  
Goodman Campus  
B.F.A., University of Mississippi  
M.A., University of New Mexico  
M.F.A., University of Mississippi
- Robert Harris ..... Computer Science/Math & Computer Science Chair,  
Goodman Campus  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi State University
- Jason Harrison ..... Asst. Men's Basketball Coach,  
Goodman Campus  
B.A., University of Mississippi
- Myra Harville ..... Psychology,  
Grenada Center  
B.S.E., Delta State University  
M.Ed., Delta State University  
Ph.D., Columbia Pacific University
- Wade Henderson ..... Asst. Football Coach,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Mississippi State University  
M.S., Mississippi State University
- LaWanda Herron ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Delta State University  
M.S.A., Central Michigan University  
M.S.N., Delta State University  
Ph.D., University of Mississippi



- Joel Hill ..... Choral Music Director/Music,  
Goodman Campus  
A.A., Holmes Community College  
B.M., University of Mississippi  
M.M., Mississippi College
- Jimmy Horne ..... Welding,  
Goodman Campus  
Welding Certificate, Holmes Junior College  
Master's Equivalent, Mississippi State University
- Kay Kelly Jenkins ..... History/Political Science,  
Ridgeland Campus  
B.S., Blue Mountain College  
M.S., Mississippi College
- Carl Johnson ..... Forestry Technology,  
Grenada Center  
A.A., Holmes Community College  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Dietriche Jones ..... Associate Degree Nursing,  
Grenada Center  
A.A., Alcorn State University  
B.S.N., Delta State University  
M.S.N., Mississippi University for Women
- Heather Jones ..... Chemistry,  
Ridgeland Campus  
B.S., Delta State University  
M.S., Delta State University
- Donna Josey ..... Accounting/Business Administration,  
Ridgeland Campus  
B.S., B.A., Mississippi College  
M.B.A., Mississippi College, C.P.A.
- Andy Kelly ..... English,  
Ridgeland Campus  
B.A., Mississippi College  
M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi
- Jeanne Kelly ..... English,  
Ridgeland Campus  
B.A., Mississippi College  
M.Ed., Mississippi College  
Additional Study: University of Mississippi, Belhaven College,  
National Humanities Center



- Craig Kirkendall ..... Engineering Technology  
Ridgeland Campus  
A.A., Holmes Community College
- Bill Kuriger ..... Computer Network,  
Ridgeland Campus  
B.S., Mississippi State University
- Makeaba Latiker ..... Sociology,  
Ridgeland Campus  
B.A., Tougaloo College  
M.A., Jackson State University
- Bonnie Lattimore ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Texas Christian University  
M.S., University of Wisconsin
- Tonya Lawrence ..... Biological Science,  
Ridgeland Campus  
A.A., Jones County Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Beth Lee ..... Criminal Justice & Sociology,  
Grenada Center  
A.A., Highline Community College  
B.S.C.J., Delta State University  
M.S.C.J., Delta State University  
Additional Study: Univ of Washington, Univ of Maryland,
- Gee-Wei Lee ..... Mathematics,  
Goodman Campus  
B.S., Taiwan Chung-Hsing University  
M.S., Mississippi State University  
Additional Study: Mississippi State University, University of Michigan  
New Orleans Baptist Theological Seminary
- Linda Lewis ..... Biological Sciences,  
Grenada Center  
B.S., Blue Mountain College  
M.S., Delta State University  
Additional Study: University of Mississippi
- Dennis Little ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University



- Merilyn Long ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., University of Alabama  
M.S.N., University of Alabama
- Gwendolyn Lordeon ..... Associate Degree Nursing,  
Grenada Center  
B.S., University of Mississippi  
M.S., University of Mississippi
- Margaret Mathews ..... Spanish,  
Ridgeland Campus  
M.A., Syracuse University
- Mary Ann Mayhan ..... Business & Office Technology,  
Grenada Center  
B.S., Blue Mountain College  
M.B.E., University of Mississippi  
Add'l Study: Univ. of Miss., Miss. State Univ., Walden Institute
- Pamela McCollum ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
M.S.N., University of Southern Mississippi
- Cynthia McCoy ..... Psychology/Sociology,  
Ridgeland Campus  
B.A., Belhaven College  
M.S., Mississippi College  
Additional Study: North Dakota State University
- Natalie Sykes McLellan ..... Developmental Studies Coordinator,  
Goodman Campus  
B.E., Delta State University  
M.Ed., Mississippi College
- Allison McQuirter ..... Associate Degree Nursing,  
Ridgeland Campus  
A.A., Holmes Community College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center
- Sandra Measels ..... English,  
Goodman Campus  
A.A., East Central Junior College  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi College



Ginger Meriwether ..... Associate Degree Nursing,  
 Grenada Center  
 A.A., Holmes Community College  
 B.S., Mississippi University for Women  
 M.S., Delta State University

Angela Miles ..... Mathematics,  
 Goodman Campus  
 A.A., Jones County Community College  
 B.S., Delta State University  
 M.S., Mississippi State University

Mike Misita ..... Asst. Football Coach,  
 Goodman Campus  
 B.S., University of Mississippi  
 M.S., University of Mississippi  
 Additional Study: Delta State University

Heather Mooney ..... Engineering Technology,  
 Goodman Campus  
 A.A.S., Holmes Community College  
 B.S., University of Southern Mississippi

Tony Moore ..... Funeral Service Technology,  
 Ridgeland Campus  
 A.A., Holmes Community College  
 B.S., Mississippi College

Billy C. Morgan ..... Computer Programming Technology,  
 Grenada Center  
 A.A., Holmes Junior College  
 B.S., Mississippi State University  
 B.B.A., Delta State University  
 Additional Study: Delta State University, Holmes Community College

Larry L. Morgan ..... Computer Information Systems Technology,  
 Ridgeland Campus  
 A.A.S., Hinds Community College  
 B.M.Ed., Mississippi State University  
 M.M.Ed., Mississippi State University  
 M. Ed., Mississippi State University  
 Additional Study: University of Southern Mississippi

Gail Weaver Muse ..... Special Populations Coordinator,  
 Ridgeland Campus  
 A.A., Hinds Community College  
 B.S.Ed., Mississippi College  
 M.S., Mississippi State University



- Katrina B. Myricks ..... Business & Office/B & O Technology Chair,  
 B.B.A., Delta State University Ridgeland Campus  
 M.S., Mississippi State University  
 Additional Study: Jackson State University, Mississippi State University
- Josephine Neill-Browning ..... English,  
 Goodman Campus  
 B.S., University of Southern Mississippi  
 M.A., University of Southern Mississippi  
 Ph.D., University of Mississippi
- Latricia Nelson ..... Paralegal Technology.  
 Ridgeland Campus  
 B.S., Mississippi College  
 M.B.A., Mississippi College
- Kathy Nipper ..... Biology,  
 Grenada Center  
 B.S., Mississippi State College for Women  
 M.T. (ASCP), Druid City Hospital  
 M.S., Delta State University
- Rickye Norris ..... Engineering Technology,  
 Ridgeland Campus  
 A.A.S., Holmes Junior College  
 B.S., University of Southern Mississippi  
 A.A. Certification, University of Southern Mississippi  
 Add'l Study: Mississippi State University, Jackson State University
- Jennifer Osborne ..... Developmental Studies,  
 Grenada Center  
 B.S., Mississippi State University (2)  
 M.Ed., University of Mississippi  
 Ed.D., University of Mississippi
- Diann Parker ..... English,  
 Grenada Center  
 B.S., Mississippi University for Women  
 M.A., Mississippi University for Women
- Nancy Parkerson ..... Mathematics,  
 Grenada Center  
 B.S., Mississippi State University  
 M.Ed., University of Southern Mississippi
- Michael Pawlik ..... Computer Information Systems Technology,  
 Ridgeland Campus  
 B.S., Saint Meinrad College  
 M.S., Mississippi State University



- Jennie Pegg ..... Mathematics,  
Grenada Center  
B.A., Converse College  
M.Ed., Delta State University
- Cherie Pettit ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Mississippi Delta Community College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center  
(CFNP) Certified Family Nurse Practitioner, UMC & American Nurses  
Credentialing Center
- Deidre Pickett ..... Associate Degree Nursing,  
Grenada Center  
A.A.S., Mississippi Delta Community College  
B.S.N., Mississippi College  
M.S.N., University of MS Medical Center  
C.F.N.P., Mississippi University for Women; Emory University
- Leona Pierce ..... English,  
Grenada Center  
B.A., Delta State University  
M.A., Delta State University
- Mary Leigh Poole ..... Chemistry,  
Goodman Campus  
B.S., Mississippi College  
M.C.S., Mississippi College  
Add'l Study: Delta State University, Mississippi College
- Jean R. Powers ..... Speech,  
Ridgeland Campus  
B.S., Belhaven College  
M.Ed., Mississippi College  
Add'l Study: Montreat Anderson Col., Univ.of South.Miss., Winthrop Univ
- Stephanie Price ..... Practical Nursing,  
Ridgeland Campus  
B.S.N., University Of Mississippi Medical Center
- Barbara Puryear ..... Associate Degree Nursing,  
Ridgeland Campus  
M.S., University of Southern Mississippi
- Derrick Rainey ..... Automotive Technology  
Goodman Campus  
A.A., Holmes Community College



- Erin Renfroe ..... Developmental English,  
Ridgeland Campus  
A.A.S., Holmes Community College  
B.S., Delta State University  
M.Ed., University of Mississippi
- Patty Roberts ..... Cosmetology,  
Goodman Campus  
Cosmetology Certificate, Holmes Community College  
Additional Study: Mississippi State University
- Danny Robertson ..... Head Football Coach,  
Goodman Campus  
B.S., University of Mississippi  
M. Ed., University of Mississippi  
M.A., Louisiana Tech University
- Jamie Rone ..... Developmental Studies,  
Ridgeland Campus  
B.S., Mississippi State University  
M.S., Mississippi State University
- Sarah B. Rounsaville ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Mississippi College  
M.S.N., University of Southern Mississippi  
Additional Study: Mississippi State University
- Wesley David Rule ..... Mathematics,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University
- Mark Rummage ..... History/Social Science Department Chair,  
Grenada Center  
B.A., University of Mississippi  
M.A., University of Mississippi  
Additional Study: University of Mississippi
- Dean Savage ..... Science,  
Grenada Center  
B.S., University of Mississippi  
M.S., University of Mississippi  
Additional Study: University of Illinois



- Margaret Scarberry ..... Business & Office,  
Grenada Center  
B.S., Mississippi University for Women  
M.Ed., Mississippi State University  
Add'l Study: Delta State Univ.; Data General Corp.,  
Atlanta, Georgia; Miss.State Univ., Univ.of Miss.
- James Schroeder ..... Speech/ Drama,  
Goodman Campus  
B.F.A., University of Arizona  
M.F.A., University of Arizona  
Cert. of Ed., Rhodes College  
Additional Study: University of Mississippi
- Charlotte Gale Sheppard ..... Business & Office Technology,  
Goodman Campus  
A.A., Mississippi Delta Community College  
B.S., Delta State University  
M.S., Mississippi State University
- Gary A. Sheppard ..... Music Appreciation,  
Goodman Campus  
A.A., Mississippi Delta Junior College  
B.S., University of Mississippi  
M. Ed., Arkansas State University
- Jim Shirley ..... Physics,  
Goodman Campus  
B.S., Delta State University  
M.S., University of Mississippi  
Additional Study: Mississippi State University, Louisiana State Univ.
- Barbara Shurden ..... Related Studies/Career-Tech,  
Goodman Campus  
B.S., Mississippi State University  
Additional Study: Mississippi State University
- Hugh Shurden ..... Athletic Director,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
Additional Study: Mississippi State University
- Howard Smith ..... Business Administration,  
Grenada Center  
A.B., Grove City College  
M.Ed., California University of Pennsylvania  
M.B.A., Lake Forest Graduate School of Management  
Ed.S., University of Southern Mississippi  
Additional Studies: University of Southern Mississippi, University of  
Wisconsin



- Pam Spence ..... Criminal Justice,  
Ridgeland Campus  
M.S., Mississippi College
- Patricia S. Spraberry ..... Practical Nursing/Practical Nursing Co-Chair,  
Grenada Center  
A.D.N., Mississippi Delta Junior College  
Additional Study: Mississippi State University
- Patsy Spratling ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S.N., Brenau University  
M.S.N., Alcorn State University
- Grant Staples ..... Speech,  
Ridgeland Campus  
A.A., Jones County Junior College  
B.A., University of Southern Mississippi  
M.S., University of Southern Mississippi
- Joyce M. Stephens ..... Business & Office,  
Grenada Center  
A.A., Freed-Hardeman University  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Delta State University, Mississippi State University  
University Of Mississippi, Harding University, Walden Institute
- John P. Switzer ..... History,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Claudette Thomas ..... Speech/English,  
Grenada Center  
B.A.E., University of Mississippi  
M.Ed., University of Mississippi  
Add'l Study: Univ.of Southern Miss., Delta State Univ., Miss.State Univ.
- Debbie Treloar ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Northwest Junior College  
B.S.N., University of South Alabama  
M.S.N., University of Mississippi



- John Van Horn ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University
- Shae Wang ..... Computer Science,  
Grenada Center  
B.A., Fudan University, China  
M.A., Fudan University, China  
M.S., University of Mississippi
- Daniel Wentland ..... Business Administration,  
Ridgeland Campus  
B.S., State University of New York College at Buffalo  
B.A., State University of New York College at Buffalo  
M.S., State University of New York College at Buffalo  
M.B.A., Mississippi College  
Additional Study: Jackson State University
- Joe David White ..... Biological Science/Science Department Chair,  
Ridgeland Campus  
A.A., Holmes Junior College  
B.S., University of Mississippi  
M.Ed., University of Mississippi
- Kana Williams ..... Occupational Therapy Assistant,  
Ridgeland Campus  
A.A.S., Holmes Community College
- Billy Wilson ..... English,  
Goodman Campus  
B.A., Lambuth University  
M.A.T., University of Memphis
- Dorothy Worley ..... Associate Degree Nursing,  
Grenada Center  
A.A., Holmes Junior College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center
- Mike Yates ..... Connection! Director/Music,  
Goodman Campus  
B.S., University of Southern Mississippi  
M.M., University of Southern Mississippi



## SUPPORT STAFF

Cynthia Abel .....	Secretary/Receptionist, Grenada Center
Ricardo Anderson .....	Maintenance Worker, Goodman Campus
Roger Aultman .....	Police Officer, Ridgeland Campus
Lilly Austin .....	Secretary/Vice President for Academic Programs
Gloria Benson .....	Secretary/Purchasing, Goodman Campus
Cortez Blackmon .....	Maintenance Worker, Ridgeland Campus
James Bordelon .....	Campus Security Officer, Goodman Campus
John Boyer .....	Police Officer, Ridgeland Campus
Elaine Boyle .....	Secretary/Associate Degree Nursing, Grenada Center
David Brock .....	Maintenance Worker, Goodman Campus
Angela Burrell .....	Secretary/Receptionist, Attala Ed Center
Judy Burrell .....	Administrative Assistant, Goodman Campus
John Byars .....	Maintenance Worker, Grenada Center
Polly Cain .....	Secretary/Admissions & Records, Goodman Campus
Atavis Campbell .....	Security Officer/CSO, Grenada Center
James Cannon .....	Police Officer, Ridgeland Campus
Wanda Casey .....	Secretary/Financial Aid, Goodman Campus
Carzell Cavett .....	Police Sergeant, Ridgeland Campus
Willie Chambers .....	Maintenance Grounds Crew, Goodman Campus
Earl Chaplin .....	Maintenance Grounds Crew, Goodman Campus
Edward Coffey .....	Maintenance Worker, Goodman Campus
Wayne Coleman .....	Maintenance Worker, Ridgeland Campus
Inez Collins .....	Administrative Assistant to V P, Ridgeland Campus
Bryant Crayton .....	CSO/Security, Goodman Campus
Lisa Cunningham ....	Accounts Payable Bookkeeper, Goodman Campus
Charles Davenport .....	Maintenance Grounds Crew, Goodman Campus
Tabetha Daves .....	Secretary/Financial Aid, Goodman Campus
William Davis .....	Maintenance Worker, Goodman Campus
Rose Dotson-Willis .....	Maintenance Worker, Grenada Center
Robin Easley .....	Secretary/Evening Records, Ridgeland Campus
Donnell Ellis .....	Maintenance Worker, Ridgeland Campus
Peggy Evans .....	Dorm Monitor/Yazoo Hall, Goodman Campus
George Floyd .....	Vehicle Shop Supervisor, Goodman Campus
Jeremy Floyd .....	Mechanic, Goodman Campus
Alonza Freeman .....	Maintenance Worker, Goodman Campus
Dorothy Garrett .....	Maintenance Worker, Goodman Campus
Albert Gibson .....	Maintenance Worker, Goodman Campus
William Gladney .....	CSO, Grenada Center
Michael Grappin .....	Maintenance Supervisor, Ridgeland Campus
Samuel Green .....	Maintenance Worker, Goodman Campus
Timothy Griffin .....	Maintenance Worker, Ridgeland Campus
Steven Groves .....	Maintenance Worker, Goodman Campus
Heather Guest .....	Secretary/eLearning, Goodman Campus
Arnold Hankins .....	Police Officer, Grenada Center
Diane Harman .....	Secretary/Research & Dev., Goodman Campus
Lee Harmon .....	Police Officer, Goodman Campus
Roy Harrington .....	Maintenance Engineer, Goodman Campus
Bobbi Harris .....	Data Entry Specialist, Ridgeland Campus



Roxanne Harrison ..... Secretary/Career-Tech, Grenada Center  
 Debbie Harville ..... Financial Aid Advisor, Grenada Center  
 Virginia Hathcock ..... Asst. to Director/Financial Aid, Goodman Campus  
 Judy Hemphill ... Receptionist/Switchboard Operator, Ridgeland Campus  
 Kenneth Henderson ..... Maintenance Worker, Ridgeland Campus  
 Nona Horne ..... Dorm Supervisor, Goodman Campus  
 Johnny Hutchison ..... Maintenance Worker, Goodman Campus  
 Randy Hutchison ..... Maintenance Worker, Goodman Campus  
 Jeff Johns ..... Police Chief, Ridgeland Campus  
 Doris Jones ..... Dorm Supervisor, Goodman Campus  
 Joy Kellum ..... Secretary/Business Office, Ridgeland Campus  
 Eric Kimbrough ..... Maintenance Worker, Goodman Campus  
 Patrick Lampkin ..... Police Officer, Goodman Campus  
 Marcus Landfair ..... Maintenance Grounds Crew, Goodman Campus  
 Sherrie Lentz ..... Secretary/Career-Tech, Ridgeland Campus  
 Hugh Lepard ..... Carpenter, Goodman Campus  
 Josh Lepard ..... Security Officer, Goodman Campus  
 Amanda Lindsey ..... Admissions Secretary, Ridgeland Campus  
 Trent Little ..... Maintenance Supervisor, Grenada Center  
 Lina Lopez ..... Receptionist/Switchboard-Workforce, Ridgeland Campus  
 Sandee Lott ..... Maintenance Worker, Goodman Campus  
 Addie Lusk ..... Security, Goodman Campus  
 Johnny Mabry ..... Maintenance Supervisor, Goodman Campus  
 Eva Mabry ..... Housekeeping, Goodman Campus  
 David Malone ..... Maintenance Grounds Crew, Goodman Campus  
 Bobby Martin ..... CSO, Goodman Campus  
 Jeri Jo McCleskey ..... Accounts Receivable Clerk, Goodman Campus  
 Linda McCollum .. Secretary/Admissions & Records, Ridgeland Campus  
 Melinda McCool ..... Dorm Hostess, Goodman Campus  
 John McCoy ..... Police Sergeant, Ridgeland Campus  
 Casey McDaniel ..... Switchboard Operator, Goodman Campus  
 Jerry McDaniel ..... Maintenance Worker, Goodman Campus  
 Joe McDaniel ..... Maintenance Engineer, Goodman Campus  
 Margie McDaniel ..... Maintenance Worker, Goodman Campus  
 Tony McDaniel ..... Police Commander, Goodman Campus  
 Roy McDonald ..... Maintenance Worker, Ridgeland Campus  
 Brenda Melton .... Secretary/Admissions & Records, Goodman Campus  
 Lucinda Mosley ..... Secretary/Career-Tech, Goodman Campus  
 Janet Netherland ..... Technical Librarian Assistant, Goodman Campus  
 Joey Netherland, Jr. .... Maintenance Worker, Goodman Campus  
 Joey Netherland, Sr ..... Maintenance Supervisor, Goodman Campus  
 Dana Nichols ..... Business Office Clerk, Goodman Campus  
 Martha Norris ..... Secretary/Admissions & Records, Ridgeland Campus  
 Careshia Parnell ..... Secretary/Financial Aid, Ridgeland Campus  
 Jamie Patrick ..... Police Officer, Ridgeland Campus  
 Mario Perez ..... Maintenance Worker, Ridgeland Campus  
 Larondric Perry ..... Maintenance Worker, Ridgeland Campus  
 Laurie Picou ..... Police Officer, Ridgeland Campus  
 David Powell ..... Maintenance Worker, Goodman Campus  
 Rosemarie Poynor ... Secretary/Admissions & Records, Grenada Center



Rhonda Prine ..... Maintenance Worker, Ridgeland Campus  
 Robert Riley ..... Center Police Chief, Grenada Center  
 Hubert Robertson ..... Police Commander, Goodman Campus  
 Willie Roby ..... Police Officer, Goodman Campus  
 Patsy Rogers ..... Secretary/Admissions & Records, Goodman Campus  
 Robert Saffold ..... Security Officer, Goodman Campus  
 Ella Sago ..... Security Officer, Goodman Campus  
 Carol Sanders ..... Secretary/Maintenance, Goodman Campus  
 Nancy Schroeder ..... Secretary/SSS, Goodman Campus  
 Pauline Scott ..... Dorm Supervisor, Goodman Campus  
 Rosemary Self ..... Secretary/Financial aid, Goodman Campus  
 Pam Sills ..... Clerk/Accounts Receivable, Goodman Campus  
 Mack Smart ..... Maintenance Worker, Goodman Campus  
 Frank Smith ..... Police Officer, Ridgeland Campus  
 Jearlean Smith ..... Maintenance Worker, Goodman Campus  
 John Smith ..... Maintenance Worker, Grenada Center  
 Judy Smith ..... Business Office Clerk, Grenada Center  
 Joanna Spell ..... Secretary/Dean of Students, Goodman Campus  
 Joe Spell ..... Maintenance Engineer, Goodman Campus  
 Yoshika Stingley ..... Secretary/Library, Goodman Campus  
 Vincent Sutherland ..... Maintenance Worker, Ridgeland Campus  
 Nan Sykes ..... Secretary/Communications, Goodman Campus  
 Angela Tanner ..... Housekeeping, Grenada Center  
 Jackie Thurman ..... Housekeeping, Goodman Campus  
 Tywana Vanido ..... Maintenance Worker, Grenada Center  
 Dennis Wade ..... Maintenance Worker, Goodman Campus  
 George Wade ..... Maintenance Worker, Goodman Campus  
 Robert Wade ..... Maintenance Engineer, Goodman Campus  
 Wadell Walden ..... Maintenance Worker, Goodman Campus  
 Dennis Ward ..... Police Officer, Grenada Center  
 Joe Washington ..... Maintenance Worker, Goodman Campus  
 Jackie Watkins ..... Secretary/Inventory, Ridgeland Campus  
 Alice Watson ..... Maintenance Worker, Ridgeland  
 Ann Weaver ..... Secretary/District Librarian, Grenada Center  
 Bertha White ..... Housekeeping, Goodman Campus  
 Brian Wooten ..... Police Sergeant, Goodman Campus  
 Tonya Wooten .. Secretary/VP Academic Programs, Goodman Campus



# **GENERAL INFORMATION**

## **HISTORY OF HCC**

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multifaceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

## **HOLMES COMMUNITY COLLEGE VISION STATEMENT**

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.



## **HOLMES COMMUNITY COLLEGE MISSION STATEMENT**

Holmes Community College, a comprehensive public institution strategically located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an ever-changing world, the college seeks to prepare its graduates for university transfer, productive employment, and lifelong learning by offering an Associate in Arts degree, Associate of Applied Science degree, and Career certificates. Holmes, whose primary commitment is to excellence, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

### **STRATEGIC INITIATIVES**

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.
- VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

### **THE MULTIPLE-CAMPUS COLLEGE**

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.



There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

### **GOODMAN CAMPUS**

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/ Business Manager, VP for Academic Programs, VP for Community & Workforce Development, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Asst. to the President/Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university-parallel, several technical programs (Business Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology), and three career programs (Cosmetology, Welding, and Practical Nursing). The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

### **GRENADA CENTER**

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive, modern building houses the center on a 14 acre site.



The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Engineering Technology, Machine Tool Operation/Machine Shop, Forestry, Business and Office, Electronic Technology, Surgical Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and noncredit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for incoming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

### **RIDGELAND CAMPUS**

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105-B).

Four buildings house the administration, data processing, business office, library, classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in EMT/Paramedic, Engineering Technology, Business and Office, Computer Network Support, Funeral Service, Industrial Maintenance, Software Engineering, and Occupational Therapy Assistant are offered. A career program in Practical Nursing is also offered. A large number of evening credit and noncredit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

### **ATTALA EDUCATIONAL CENTER**

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center provides a wide variety of noncredit training, including computer classes for both the



public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosciusko, Grenada, Goodman, and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a non-credit format for individuals and businesses within the nine-county district of Holmes. Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes, retraining for workers who must move to other positions within the firm, training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses throughout the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

## **eLEARNING**

Holmes Community College utilizes two methods of delivering distance education courses: video conferencing through the Community College Network (CCN) and internet-based courses in conjunction with the Mississippi Virtual Community College (MSVCC). The Goodman, Grenada, and Ridgeland campuses have a CCN site from which classes can be sent to the other campuses, as well as to other community colleges in the state. The MSVCC, a consortium of 15 Mississippi community college districts and the Mississippi State Board of Community and Junior Colleges provide approximately 190 internet-based courses statewide. A student may register through Holmes and take courses offered statewide through the MSVCC, as long as the course appears in the course description section of the Holmes catalog. For details about course offerings and how to register, go to [www.holmescc.edu](http://www.holmescc.edu) then click on eLearning.

## **HOLMES COMMUNITY COLLEGE LIBRARIES**

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current collection of print and non-print materials which support the school ori-



ented needs of students. This combined collection consists of over 55,000 print and 42,000 e-book volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC, as well as databases, are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

## ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing campus-based and elearning. HCC ascribes to an "open admissions" policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

### FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Scores on the ACT or SAT for students who are less than 21 years of age and who have not earned a bachelor's degree are required. ACT/SAT scores may be accepted from official high school or college transcript provided the subscores, composite score, and date of testing are printed rather than handwritten. A minimum ACT composite score of 16 is required for students to be admitted in Good Academic standing. Students who score below 16 will be admitted on Probation.



4. Transfer students must submit an official transcript from the LAST regionally accredited college attended. Students holding a bachelor's degree or higher may submit only the transcript showing the highest degree.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

### **PART-TIME STUDENTS**

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. An current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtained the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from the LAST regionally accredited college attended.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**



## TRANSFER STUDENTS

A transfer student is defined as one who has 12 or more hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from the LAST post-secondary institution attended. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing and must meet the same academic achievement requirements as native students.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

## FOREIGN-BORN STUDENTS

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Dean of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period shall result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**



## PROBATIONAL ADMISSION

**First-time students** with ACT composite scores of less than 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 GPA) at the end of their first semester of full-time enrollment will **not** be eligible to return to Holmes until they have remained out of school for at least one fall or spring semester.

**Transfer students** must have a 1.75 or greater GPA on the last semester of full-time attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last full-time semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of full-time work at another college will not be admitted until they have remained out of school one fall or spring semester. Part-time work is not a factor in determining academic standing or probationary admission. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing. For more details see Academic Achievement.

An academic or technical student with an Enhanced ACT composite score of 15 or below is required to enroll in the Academic Foundations core his/her first semester unless placement tests at registration move the student out of the Academic Foundations Core courses listed below.

This curriculum consists of:

English course based on ACT or COMPASS .....	3 hrs.
Math course based on ACT or COMPASS .....	3 hrs.
Reading course based on ACT or COMPASS .....	3 hrs.
Human Development (EDU 1223) .....	3 hrs.
One course in student's major selected with advisor's approval .....	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports) . As approved by Advisor	
Total .....	15 to 18 hrs.

**Test Scores.** As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.



	Before Oct. 28, 1989	After Oct. 28, 1989
Associate Degree Nursing	15	18
Board of Trustees' Scholarship	27	28
Computer Technology	12	16
Dean's Scholarship	18	20
EMT Paramedic	12	16
President's Scholarship	23	24

The Dean's, President's and Board of Trustees' Scholarships will **not** be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

### ADMISSION INTO SPECIFIC PROGRAMS

Many Technical and Career programs have competitive admission and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are **IN ADDITION TO** the college admission requirements stated previously.

### ACADEMIC ACHIEVEMENT

Students at Holmes Community College are expected to achieve academic success. Full-time students must maintain a 1.75 grade point average each semester of full-time enrollment in order to stay in Good Academic Standing. Should a full-time student in Good Academic Standing have a semester in which his/her GPA falls below 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of full-time enrollment is above 1.75, the student is once again in Good Academic Standing. However, if the GPA for a second consecutive semester of full-time enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to enroll at Holmes until a spring or fall semester has passed. Upon returning to Holmes, the student will be removed from Academic Suspension and placed on Academic Probation. Part-time work is not included in determining Academic Probation or Academic Suspension.

A student on Academic Probation will not be allowed to use school business trips as extenuating circumstances for missed classes.



**Housing Requirement.** All students must be enrolled in a minimum of 12 semester hours to live in campus housing and must maintain a 1.75 GPA to remain eligible for residency. A student whose GPA falls below 1.75 will be placed on housing probation and will have the following semester to improve his/her GPA to 1.75 or better. If he/she fails to do so, the student will be placed on housing suspension and removed from the dormitory for a period of at least one semester.

## **DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS**

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

### **ADMISSIONS REQUIREMENTS AND PROCEDURES**

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language.
2. The student must have an overall "B" average on all high school courses. Prerequisites and corequisites as stipulated in the Holmes bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records at Holmes Community college at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.
4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation. Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted to college as a full-time student.



**Special Condition Admission:** Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

## **EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM**

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

## **OTHER EARLY ADMISSIONS**

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

## **STUDENT TUITION AND TEXTBOOKS**

The student is responsible for his/her own fees and purchasing textbooks.

## **STUDENT POLICIES AND REGULATIONS**

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.



# ACADEMIC POLICIES AND REGULATIONS

## ORIENTATION AND REGISTRATION

A first-time or transfer student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be registered:

1. Follow the ACT placement guide below or take COMPASS placement tests to schedule your classes.

<i>Course Recommendation</i>	<i>ACT English Sub-Score</i>	<i>COMPASS English Sub-Score</i>
ENG 0113 – Beg. Eng. I	1 - 13	0 - 29
ENG 0123 – Int. Eng. II	14 - 17	30 - 64
ENG 1113 – Eng. Comp. I	18 - 36	65 - 99

<i>Course Recommendation</i>	<i>ACT Reading Sub-Score</i>	<i>COMPASS English Sub-Score</i>
REA 0113 – Compreh I	1 - 11	0 - 47
REA 0123 – Compreh II	12 - 14	48 - 66

<i>Course Recommendation</i>	<i>ACT Composite Score</i>	<i>COMPASS Scores</i>
LLS 1313 – Orientation (Mandatory if student placed in 2 or more developmental level courses - 1103 or 1203)	1 - 15	<u>Eng. Read. PreAlg/Algebra</u> 0-64 0-66 0-99 or 0-24 If student tests in any 2 of these areas, this course is required.
LLS 1413 - Improve/Study	16 - 36	67 - 76
LLS 1423 – College Study	16 - 36	67 - 76

<i>Course Recommendation</i>	<i>ACT Math Sub-Score</i>	<i>COMPASS Math Sub-Score</i>
		<u>Pre-Alg. Algebra College Alg.</u>
MAT 0113 – Fund Math	1 - 13	0 - 20
MAT 0123 – Begin. Algebra	14 - 16	21 - 99 0 - 24
MAT 1233 - Inter. Algebra	17 - 19	25 - 39
MAT 1313 – College Algebra	20 - 36	40 - 99 0 - 50
Higher than College Algebra	23 - 36	51 - 99

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up only one course level and it does not change the prerequisite or corequisite requirement for any other course. A grade of "C" must be earned in any developmental course in order to progress to the next level.



### ACT Concordance Table

BEFORE 10-28-89	AFTER 10-28-89	BEFORE 10-28-89	AFTER 10-28-89
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	09	14
26	27	08	13
25	26	07	12
24	25	06	11
23	24	05	11
22	23	04	09
21	22	03	07
20	21	02	05
19	21	01	03
18	20		

2. Have I.D. picture taken.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Schedule classes with advisor and receive computer printout.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

### STUDENT ACCESS TO FACULTY

All faculty members are required to post on their office doors or other suitable locations, the hours they will be available for individual academic counseling and assistance. A minimum of ten (10) hours per week is expected for full-time faculty during a regular fall or spring semester. Part-time day faculty are expected to be available a lesser number of hours, based on the percentage of their assignment. Evening class faculty and summer school faculty are expected to be available a minimum of one half hour per class. This time can be immediately before class, after class, or any combination. Additional time should also be made available if students request appointment. Students are encouraged to utilize the availability of faculty when needed for remediation, tutoring, and other academic assistance.



## **FACULTY ADVISORS**

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

## **ONLINE ADVISING POLICY**

In order to best serve our online students, an advisor will be assigned at the time of registration. If a student is already in the enrollment system, an assessment will be made to insure that he/she has the appropriate advisor. If a student is registering for the first time, every attempt will be made to assign the student an advisor that is located on his/her designated campus and that is knowledgeable in that student's major field.

The advisor's name will be printed on the student's Holmes Community College Course Schedule. The student may contact their specific advisor by linking to the directory at the Holmes website where email addresses and telephone numbers are posted. <http://www.holmescc.edu/facultystaff.htm>

The student may also contact a counselor by linking to the Counselor Services page of the eLearning website. <http://www.holmes.cc.ms.us/counseling.htm>. Graduation requirements for all degrees, diplomas, and certificates can be found by accessing the college catalog.

## **CLASSROOM POLICIES & REQUIREMENTS**

1. Instructors are supposed to dismiss their classes when the first bell rings. Students should remind them if they fail to hear the bell.
2. No student is to be called from class unless there is an emergency.
3. If the instructor fails to report, it is the student's responsibility to remain in the classroom unless officially notified to the contrary.

A student is required to make a reasonable and appropriate effort to succeed in a course. This includes the following: purchasing all required materials for the course such as textbooks, laboratory manuals, and tools; attempting homework assignments and tests; preparing for class; and participating in classroom discussions and activities. If, in the judgment of the instructor, the student has failed to abide by the above guidelines, the student may be administratively withdrawn from the course.



## eLEARNING

Holmes is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of 15 of Mississippi's community college districts and the Mississippi State Board for Community and Junior Colleges that offers internet-based courses. These 15 institutions share resources so that students at any one of these institutions may take internet-based courses from any member of the consortium. As a student admitted to Holmes, you may register into any of the courses that Holmes hosts (internet-based courses taught by other consortium members). **Restrictions for hosted courses are that the course must be listed in the course descriptions section of the Holmes catalog and it must be approved by that particular department.**

### BASIC REQUIREMENTS FOR INTERNET-BASED COURSES

Most students initially think that internet-based courses are easier than traditional classroom courses. This is not the case. Before you try to take an internet-based course, you need to carefully decide if this method of instruction is for you. All the things you take for granted in a traditional classroom setting, such as face-to-face contact with your instructor, structured class meetings, immediate feedback from your instructor, the physical presence of other students, as well as a host of other things, either do not exist, or are radically different for internet-based courses. In general, the basic requirements break down into two parts:

#### 1. Technology related requirements:

- a. You will need convenient access to a computer that is connected to the internet. One advantage of internet-based courses over traditional classes is that you can access course content anytime you wish, as long as you have convenient access to a computer connected to the internet. The ideal situation is to have a modern computer at home.
- b. You will need to feel comfortable with using the computer. Just having one is not sufficient. Do you use a computer every week or even every day? If so, you are a good candidate for an internet-based course.
- c. You will need to have an email account that you know how to use. If you were asked to attach a file to an email and send it, would you know how?
- d. Some courses require additional software on the computer you will use. If you don't have it, will you know how to get it, and install it? Do you know how to download and install plug-ins for the web browser that you use? If so, you are a good candidate for an internet-based course.
- e. You must feel comfortable with browsing the internet. If you are a regular user of EBay, Amazon, or some other password-protected website, you'll have no problem knowing how to get your class materials.
- f. You must be able to type well and use the mouse well.

#### 2. Personality/Organizational requirements:



- a. You must be an independent learner. If you rely heavily on face-to-face interaction with your instructor, you will likely not do well in an internet-based course, even if you are good with a computer.
- b. You must be a disciplined learner. You will need to set aside 8 to 12 hours per week per internet-based course. Can you stick with a routine that will allow you this much time each week?
- c. You must be a mature learner. If you are given instructions to do something, can you do it on your own? If you don't understand something the first time through, do you just give up? Will you seek out sources on your own?
- d. You will need to enjoy reading. Internet-based courses are heavy on reading.

To further assist you in determining if you are a good candidate, the Holmes website has several self-assessment tests that you can take to help you decide. The site is located at <http://www.holmescc.edu>. Find the link for elearning and follow the links to find the self assessment tests. If you are planning on taking an internet-based course because you think it will require less time and will be easier, you are going to be surprised!

## OTHER INFORMATION ABOUT INTERNET-BASED COURSES

The information included here about internet-based courses is intended primarily to make you aware that such courses exist, and some of the main features of them. It is not intended to be a complete guide, or a complete enumeration of all policies and procedures. All policies and procedures elsewhere in this book apply to internet-based courses as well as traditional classroom courses, so read the rest of this handbook carefully. To get the most up-to-date information about internet-based courses and the MSVCC, there are two websites that will be of great use to you. They are: 1. The Holmes website. Its current location is <http://www.holmescc.edu>. Once there, look for links related to elearning. Information on registering; and other policies and procedures will be located there. 2. The public MSVCC website. Its current location is <http://msvcc.blackboard.com>

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit which represents one class hour (50 minutes) a week for one semester; this class hour may involve class lecture attendance or laboratory work.

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:



A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality point per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester
P	Pass	0	quality points per semester
S	Satisfactory	0	quality points per semester
U	Unsatisfactory	0	quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). These standards must be approved by either the Vice-President for Academic Programs or the Vice-President of Career-Technical Education. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Community and Workforce Development, and each student must be informed of these standards via the course syllabus.

**C Average.** A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

**F Grade.** The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his/her work through the semester and his/her final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his/her absence.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him/her from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I" or a grade of "F" will be assigned. The Vice President for Academic Programs will decide if extenuating circumstances involving a prolonged illness will allow the student extra time.

**W Grade.** The grade "W" is recorded for a class the student has attended if the student officially withdraws after registration but before 75% of the semester has passed. If a student registers for a class but never attends, that class is erased from his record.

**Auditing A Course.** A student may audit a course by scheduling the course as an "audit" at the time of registration or change to audit at any time before 75% of the semester has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may



audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw and receive a W. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

## **TRANSFER CREDITS**

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares herself/himself a candidate for a degree or certificate and requests an official evaluation from the V P for Academics. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a nonaccredited institution may validate up to twenty-four (24) semester hours of credit through the College Level Examination Program (CLEP).

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative grade point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at



Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

### **INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

### **COURSE REPEATS**

If two or more final grades are recorded for the same course, all grades received in that course (not including W 's) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record.

### **GRADE REPORTS**

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Mid-term and final grades are available to the students in My Doghouse.

### **STUDENT LOAD**

The normal load for a student is 16 hours fall and spring and 14 hours summer. The minimum load required to be a full-time student is 12 hours for the fall and spring semesters and 6 hours per term for the summer. First and second summer terms along with night, online and weekend in summer are considered one semester. Night and online classes are part of the first term of the summer semester. No student may take or receive credit for more than 21 hours in the fall or spring or 18 hours in the summer without permission from the chief academic officer. Summer school is considered one semester.

### **CREDIT FOR NON-CLASSROOM EXPERIENCES**

**(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

A. Credit is awarded only in areas which fall within the regular cur-



ricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.

- B. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
- C. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

### ADVANCED PLACEMENT PROGRAM (AP)

**Requirements** - Standard score of 3 or higher. **Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

**Requirements for General Examinations** - English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences/ History - minimum scaled score of 500. **Requirements** for selected subject examinations -as recommended by CLEP. **Credit** awarded ranges from 3 to 12 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement. Check with your senior college before relying on transfer credit from a CLEP score.

### CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs, Goodman Campus.



## MILITARY SERVICE/TESTS

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is 16 semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

## CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman .....	0-23 semester hours
Sophomore .....	24 and above semester hours

## EXAMINATIONS

**Regularly Scheduled Examinations.** The regular examinations scheduled at the end of each semester are given at 8:00, 10:10 and 1:15. The complete schedule of examinations is announced during the semester.

**Business Office Debts.** Students' accounts must be paid in full before they take exams, before their transcripts will be released, and before they can register for the next term.

**Eligibility for Exams.** No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

**Absence from Examination.** Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam and the final grade will be averaged. A student with a valid excuse will be given an "I" and have the opportunity to take a makeup exam.



## CLASSROOM ATTENDANCE REQUIREMENTS

**A. Philosophy of the college:** Students are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine the final grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

**B. Responsibilities of a student:** (1) Attend class if at all possible! (2) If you must miss class and have extenuating circumstances, you must notify your instructor and provide written documentation at **the next class meeting**. (3) This documentation should then be turned in to the Chief Academic Officer (CAO) after your instructors have signed it. Upon returning to class after an absence, **documentation will not be accepted after one week**. (4) If you have extenuating circumstances such as a serious accident or extended illness, notify the CAO.

**C. Requirement of the State Board for Community and Junior Colleges: (excerpt from policy)** "Each junior college shall have and enforce a policy which will identify any student who withdraws . . . **in-fact by absences** from a class. Such policy shall provide for prompt and systematic reporting of the name and date of effective withdrawal to the proper college official." The college must, by state board policy, withdraw you from a class if you are a "no-show", "walk-off" or have excessive absences.

## ABSENCE POLICY

**Academic, Technical, and Career Absences.** Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. **Absences for day, evening, and Saturday classes are considered to be excessive when they exceed the number of times the class meets in two weeks.** \*Also, see Absence Policy for selected Technical, Career, and other selected programs. Absences are counted from the first official class meeting to the last, inclusively. Check with each campus for absence limits in summer school day classes, summer school evening classes, and accelerated classes. If a student incurs excessive absences in a class, his/her record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances which can be documented, such as an extended illness, for a majority of the absences, the student will be administratively withdrawn from the class. **Absences due to late registration and School Business Absences will be counted toward the cut-out number, and reasons for late registration and School Business Absences will be documented in the student's absence file.** Other documentation to substantiate absences must be presented (as each absence occurs) to the instructor and turned in to the chief academic officer (CAO) immediately. Upon returning to class after an absence, documentation must be presented and will not be accepted after one week.



For monitoring absences this detailed procedure will be followed:

**I. Halfway Point** – The instructor will make an attempt to notify the student when he/she reaches the halfway-point of cutout. However, it is the student's responsibility to track and record his/her absences as well as present ALL DOCUMENTATION for the absences within one week of returning to class. A student should discuss with the instructor all absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on his/her campus.

**II. Cutout Point** – When the instructor turns in a cutout on a student, the CAO evaluates the available documentation for absences (doctor's excuses, etc.).

A. If a majority of the absences **were** extenuating circumstances, the student will be placed on Class Probation for that class. (See Class Probation below.)

B. If a majority of the absences **were not** extenuating circumstances, the student will be administratively withdrawn from the class. The student will receive a letter or email from the CAO regarding this withdrawal. If the student wishes to discuss the situation with the CAO, then he/she must immediately BRING ANY CURRENT DOCUMENTATION OF ABSENCES TO A MEETING WITH THE CAO. A decision to return the student to the class or uphold the cut-out will be made by the Absence Sub-Committee, and re-instatement on Class Probation will depend upon the documentation of absences, the student's average in the class (must have reasonable chance of passing), and the student's general disciplinary record on the campus.

**1. Decision Overturned** - If the Absence Sub-Committee overturns the decision of the CAO, the student will be placed on Class Probation (See Class Probation below).

**2. Decision Upheld** - If the Absence Sub-Committee upholds the decision of the CAO, the student may request an appeal (See Appeal Process below).

**III. Appeal Process** – If a student is not satisfied with the ruling/s, he/she may request an appeal to the full Absence Committee. The student must request in writing that a meeting be called to hear his/her appeal. The CAO will call a meeting with the Absence Committee only if it can be established that the student has a valid basis or case to take to the committee. The Absence Committee consists of instructors, students, an administrator, and the CAO for that campus, who serves as chair.



**A. Decision Overturned** - If the Absence Committee overturns the decision of the Absence Sub-Committee, the student will be placed on Class Probation (See Class Probation below).

**B. Decision Upheld** - If the Absence Committee upholds the decision of the Absence Sub-Committee, the student is permanently withdrawn from the class. **The decision of the Absence Committee is final.**

**IV. Class Probation** – When a student is placed on Class Probation (i.e. the number of absences has exceeded two weeks of class attendance), the student will be notified regarding the conditions of the probation. During the probationary period, each absence will be evaluated. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic, permanent administrative withdrawal from that class. Should a student's absences exceed three weeks, the student will be permanently withdrawn from the class. No appeal is permitted after the withdrawal. Only when the student has experienced extreme hardships or extenuating circumstances will an appeal be considered. Of utmost consideration will be the student's ability to succeed in his/her course(es).

The student is responsible for all class work missed during absences. Additional make-up work may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work. A organized record of absences is to be kept by the instructor and a composite of absences is presented to the Records Office at the end of six weeks.

**Documentation of Extenuating Circumstances.** The following list indicates situations that are considered extenuating circumstances and shows the required acceptable documentation.

### **Extenuating Circumstances: Required Documentation**

- A. Sickness: ..... Statement from Doctor or Dentist,  
Note from a Parent, Guardian,  
Dorm Hostess
- B. Death in Family: ..... Newspaper Obituary or Funeral Program
- C. Legal Matters: ..... (Matters as a result  
of Someone Else's Negligence.)  
Court Summons, Police Report, etc.
- D. Military Duty: ..... Copy of Orders from Military Official
- E. School Business ..... Student Is Not Responsible for Documentation.  
Sponsor of Event Will Present CAO with Information



Students are encouraged to make medical and other appointments at times other than scheduled classes. Documentation should include date, time of day, reason for appointment, signature, and telephone number. All documentation explaining absences should be presented to the instructors for signatures, then taken to the CAO to be placed in the student's file. At each location the CAO issues **school business notices** for students who represent the school at approved activities such as athletic events, club meetings, and field trips. **Please Note:** School business trips will count toward the cutout number and are considered extenuating circumstances.

**Associated Degree Nursing Program:** Absences for the ADN Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. Should an ADN student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

**EMT-Paramedic Program:** The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program

**Selected Technical and Career Programs:** Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn *from all curriculum courses at the cut-out point.*

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

**For Automotive Technology and Heating, Ventilation, AC, & Refrigeration Technology,** four complete days is the cut-out point.

**For Collision Repair Technology and Welding,** six complete days is the cut-out point. If a student is more than 5 minutes late to class, he/she is counted as being absent one-half day.

**For Cosmetology,** when absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. A student is considered tardy for up to 5 minutes after the start time for the class, but 30 minutes will be deducted for each tardy. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

**For Practical Nursing,** four absences is the cut-out point. A student is considered tardy for up to 5 minutes after the start time for the class. After 5 minutes, the student is counted absent for that class. The first 3 tardies will count as one absence, and every tardy thereafter will count as an absence. Students may complete the other classes that semester (ones not cut out from) although they will not be allowed to progress to the next



semester and will be required to retake all classes for that semester if they re-enter the PN program.

**Tardies (Academic & All Other Technical).** If students are more than **5 minutes** late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. **Each tardy thereafter is counted as an absence.**

**Tardies (Selected Technical: Heating & A.C., Collision, Machine Shop & Auto Repair & Career).** A tardy is defined as being 1 to 5 minutes late to instruction. The first three tardies equal 1/2 day's absence. Every tardy after the first three will equal 1/2 day's absence. Furthermore, if a student is more than 5 minutes late, he/she will be counted 1/2 day's absence. For one day, the maximum penalty for being tardy cannot exceed one day's absence. For Cosmetology students, 30 minutes will be deducted for each tardy of 1 - 5 minutes. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

### **ATTENDANCE/ABSENCE/WITHDRAWAL POLICY FOR INTERNET-BASED CLASSES**

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. "Attendance" for internet-based courses means logging into the web-based platform used for the courses and accessing course materials, as well as accomplishing the tasks assigned by the instructor on time. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments, as well as logging into the web-based platform used for the class. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.



**Course Withdrawal:** A student who finds it necessary to withdraw (drop) from a class will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn after the specified withdrawal date must be passing the course to receive a W. Otherwise, students will receive an F for the course.

**School Withdrawal:** A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school for any reason must contact the designated school official. If a student withdraws from school between the beginning of a semester and the deadline for late registration, no grade is recorded if the student did not attend any classes. Students will be allowed to withdraw with W's through 75% of the semester. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an auto accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status. **Note: Since MSVCC calendar does not always follow the Holmes calendar, the date for withdrawal for internet-based courses will probably be different than for Holmes' traditional classroom courses.**

## HONESTY POLICY

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

a. plagiarized from any source (**Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.**), or

b. cheated in any manner on tests, papers, reports, or any other assignments, or

c. turned in work as his/her own when, in fact, it was not his/her own work, or

d. improperly used technology, or

e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.

## CHANGES IN CLASS SCHEDULE THROUGH DROPS & ADDS

A student wishing to drop or add a course during the time of late regis-



tration may make the drop or add through web registration under Drop or Add Classes in the Doghouse. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of developmental English, developmental mathematics, keyboarding, developmental reading, or who wish to add drama or journalism by the end of the third week of classes. The hour in drama cannot be used to raise the student's class load from 11 to 12 hours (or full-time status) after the third week. A student who wishes to drop a course after the first week must see his advisor and his teacher to have them submit a Drop Slip. The faculty advisor and the instructor will submit the Drop Slip to the academic office on his campus and inform the student of his/her status in the course. This procedure will provide an opportunity for them to discuss the drop with the student and make recommendations. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed, students may not drop a class. Students who withdraw without ever attending **any** classes will have their classes erased and no grades recorded.

### **ADMINISTRATIVE WITHDRAWAL**

Removal of a student from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

### **WITHDRAWAL FROM SCHOOL**

A student who finds it necessary to withdraw completely from school for any reason must contact the designated school official. If a student withdraws from school before the end of late registration, his/her classes are erased. If a student withdraws from any classes which he/she never attended, those classes will be erased. Students will be allowed to withdraw with W's through 75% of the semester from any classes they attended. After the 75% deadline, students will not be allowed to initiate a withdrawal. However, the college recognizes that occasionally after the 75% deadline, students may have an extreme hardship; e.g. an extended hospitalization. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

### **RE-ENTRY OF COURSE/SCHOOL WITHDRAWAL**

If a student withdraws from a course/school and wishes to re-enter, the school official in charge should check with each teacher involved to determine:

- (1) if the student has exceeded the absence limit;
- (2) if the student is failing/behind in assignments;
- (3) if the student has been a discipline problem.

If the school official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.



## WITHDRAWAL FROM A COURSE

A student who finds it necessary to withdraw (drop) from a course will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn (removed from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances) after the specified withdrawal date must be passing the course at the time of withdrawal to receive a W. Otherwise, students who are failing the course at the time of the cut-out will not be withdrawn but will receive an F for the course.

## INTRADISTRICT TRANSFERS

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. He will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. **No Intradistrict Transfers will occur after the 2nd week of classes.**

## STUDENTS CALLED TO ACTIVE DUTY

Any Holmes student who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been placed in active duty status by order of the President of the U. S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and any special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the university pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition. However, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.



Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the university pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

This IHL Board Policy 505.01 was approved by the Board of Trustees on October 21, 2004.

A copy of the student's military orders is necessary for the Active Duty procedure to apply.

## **DEGREES AND CERTIFICATES**

**NOTE!** In all instances, meeting the requirements for graduation is the responsibility of the student.

**Residency requirement.** In order to receive an associate degree, certificate of graduation, technical certificate, or a career certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude developmental courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year career certificates.

## **GENERAL EDUCATION CORE COURSE NUMBERS & TITLES**

### **Computer Literacy**

ATE 1113	Science and Technology
BAD 2533	Business Management & Microcomputers
BOA 2533	Word Processing I
BOA 2553	Desktop Publishing
CSC 1113	Computer Science
CSC 1123	Computer Applications I
CSC 1613	Computer Programming I
CSC 2623	Computer Programming II



## **Fine Arts**

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
IED 2413	History & Appreciation of Artcrafts
MUS 1113	Music Appreciation
SPT 2233	Theatre Appreciation

## **Humanities**

ENG 2223,2233	American Literature I & II
ENG 2323,2333	English Literature I & II
ENG 2423,2433	World Literature I & II
HIS 1113,1123	Western Civilization I & II
HIS 1163,1173	World History I & II
HIS 2213,2223	American History I & II
HUM 1113	Humanities-European Study Abroad
MFL 1113,1123	Elementary French I & II
MFL 1213,1223	Elementary Spanish I & II
MFL 2113,2123	Intermediate French I & II
MFL 2213,2223	Intermediate Spanish I & II
PHI 1113,1133	Old & New Testament
PHI 1153	Life of Christ
PHI 2113	Intro to Philosophy
PHI 2143	Ethics
PHI 2613	World Religions I
PHI 2713	Logic

## **Natural Science with Lab**

BIO 1114,1124	Principles of Biology I & II
BIO 1134,1144	Gen.Biology I & II
BIO 1314, 1324	Botany I
BIO 2414,2424	Zoology I & II
BIO 2514, 2524	Human Anatomy & Physiology I & II
BIO 2924	Microbiology
CHE 1114	Chemistry Survey
CHE 1213/1211	Gen. Chemistry I & Lab
CHE 1223/1221	Gen. Chemistry II & Lab
CHE 2424,2434	Organic Chemistry I & II
PHY 1114	Astronomy
PHY 2244,2254	Physical Science Survey I & II
PHY 2414,2424	General Physics I & II
PHY 2514,2524	General Physics I-A & II-A



## Social/Behavioral Science

ECO 2113	Macro Economics
ECO 2123	Micro Economics
EPY 2513	Child Psychology
EPY 2523	Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 113	World Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family
SOC 2163	Intro to Social work
SOC 2213	Intro to Anthropology

## ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

This degree is awarded to university transfer majors.

1. **From the General Education Core, students must complete the following:**

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra

SPT 1113 - Oral Communication

Natural Sciences with labs - Two courses - 6 to 8 hours credit

Humanities - One course

Social/Behavioral Science - One course

Fine Arts, Humanities, or Social/Behav. Sci. - One course

Computer Literacy - One course

**TOTAL CORE 30 - 32 hours**

2. **Sixty-four semester hours**

(No hours in Developmental Credit Courses or  
Career Courses will apply toward the AA Degree)

***Effective Fall 2009, No hours in Developmental Credit Courses,  
Career Credit Courses, or Technical Credit Courses will apply toward  
the AA Degree.***

3. **A 2.00 cumulative GPA (see TRANSFER CREDITS)**
4. **A 2.00 GPA on Holmes Community College credits**
5. **Residency requirement (See page 58)**

**Additional requirements for music majors are stated in the music curriculum.**



## ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) REQUIREMENTS

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. **From the General Education Core, students must complete the following:**

ENG 1113 - English Composition I

\* MAT 1313 - College Algebra

**OR**

\*\* Natural Science with Lab plus a Math course

SPT 1113 - Oral Communication

Social/Behavioral Science - One course

Humanities/Fine Arts Elective - One course

**\*\*\*TOTAL General Education Core: 15 - 19 hrs.**

\*\*\*In addition to the General Education Core, students must also complete a three-hour academic or technical **computer literacy course** to receive the AAS. The technical courses that may be used are BOT 1133 - Microcomputer Applications & CPT 1323 - Survey of Microcomputer Applications.

### **TOTAL CORE 18 - 23 hours**

- \* **Associate degree nursing students** are not required to take MAT 1313 or a Computer Literacy Course because computational skills and basic computer usage are included in the ADN curriculum. Students must pass required NUR courses and science and nutrition courses with a "C" or better. **EMT-Paramedic students** are not required to take MAT 1313 since computational skills are included in the associate degree EMTP program.
  - \*\* A natural science with lab course, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Career-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math.
  - \*\*\*BOT, CIS, EET, ENT, MFT, MST, OTA, & SUR students are not required to take a computer literacy course since computer literacy is fundamental to all of those programs.
2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
  3. **Minimum of sixty-four semester hours**  
(excluding developmental and career hours)
  4. **A 2.00 cumulative GPA** (see TRANSFER CREDITS)
  5. **A 2.00 GPA on Holmes Community College credits**
  6. **Residency Requirement.**



## **CERTIFICATE OF GRADUATION REQUIREMENTS**

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

- 1. General Education Core:**

ENG 1113 & 1123 - English Composition I & II

- 2. Sixty-four semester hours**

(excluding vocational hours)

- 3. Earn a 2.00 GPA (on both Holmes Community College credits and transfer credits).**

## **ONE-YEAR TECHNICAL CERTIFICATE REQUIREMENTS**

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, Machine Tool Technology, Office Systems Technology, and Computer Network Support Technology programs.

1. Successfully complete the prescribed set of courses or approved substitute. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses
3. Residency Requirement

## **TWO-YEAR TECHNICAL CERTIFICATE REQUIREMENTS**

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses.
3. Residency Requirement

**NOTE!** This certificate is awarded to students completing Collision Repair Technology, Automotive Technology, Machine Tool Technology, or Heating, Air-Conditioning, and Refrigeration Technology only.

## **CAREER CERTIFICATES REQUIREMENTS**

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hours' credit, but they are considered "nondegree" credit hours and will not apply toward an AA or AAS degree.

1. Successfully complete the prescribed set of courses and clock-hours
2. Earn a 2.00 GPA on the prescribed set of courses.
3. Residency Requirement.



## **APPLYING FOR GRADUATION**

All candidates for graduation must file their applications for graduation online at the Holmes Website. The requests are sent to the Vice President for Academic Programs. December graduates must file by October 31; and May graduates must file by March 15. Non-refundable graduation fees (\$35.00 for marching, \$15.00 for diploma only) will be charged to the students' accounts.

## **GRADE RECOGNITION AND HONORS**

### **A. GRADE RECOGNITION**

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

**PRESIDENT'S LIST:** Those students who have a quality point average of 3.7 to 4.0

**DEAN'S LIST:** Those students who have a grade point average of 3.4 to 3.69.

2. Full-time career students with grade point averages of 3.5 to 4.0 will be placed on a Career Honors List.

### **B. GRADUATION HONORS**

1. Valedictory and Salutatory Honors

To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students GPA's of 3.7 to 4.0
- b. Honors - for those students with GPA's of 3.4 to 3.69



## **REVERSE TRANSFER GRADUATION**

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.
3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

## **EARNING A SECOND DEGREE FROM HOLMES**

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn a maximum of one AA Degree and multiple AAS Degrees either concurrently or subsequently if all degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

## **STUDENT RECORDS**

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Dean of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.



Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605



## **STUDENT GRIEVANCE/COMPLAINT PROCEDURE**

Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties usually resolves most of the problems.
2. If prior efforts to resolve the problem are not productive, the complainant should then contact the appropriate counselor, (Academic or Career-Technical), supervisor, or administrator to help in processing the complaint.
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the nature of the complaint and all pertinent information in writing to the appropriate person. The appropriate person would be that individual in charge of the person or program in question. The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the complainant within a timely manner.
4. If the complainant is not satisfied with the resolution of the grievance, the complainant may then appeal to the President in writing through the Academic Dean on academic matters or through the Dean of Students on non-academic matters. The appeal to the President must be made within three (3) days of the previous decision. A student who does not submit a written appeal by the appointed date forfeits any further consideration in this matter. The President's decision will be final.
5. No adverse action will be taken against a student for filing a complaint.

## **PROGRAM-SPECIFIC HANDBOOKS**

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the college's student handbook or bulletin.



# EXPENSES

Each Semester	Mississippi Students		
General Fees for Full-time Students	Commuting	Old Dorms	New Dorms
* Entrance Fee (Matriculation/Tuition)	\$812	\$815	\$815
** Room Rent (Due at registration/Non-ref)		365	440
*** Board/Meals (One-third due at registration)		550	550
	\$812	\$1730	\$1805

## DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	\$1364/1439	(Entrance Fee, Room Fee, 1/3 Board)
Second Payment:	183	(1/3 Board)
Third Payment:	183	(1/3 Board)

Total per semester: \$1730/1805

	Fall Semester, 2009	Spring Semester, 2010
First Payment:	August 17, 2009	January 6, 2010
Second Payment:	September 25, 2009	February 19, 2010
Third Payment:	November 6, 2009	April 2, 2010
Out-of-State Student Fee (Due each semester/Non-ref)		\$975
Graduation Fee (Marching Students, May Only/Non-ref)		\$35
Graduation Fee (Diploma Only, Non-Marching Students/Non-ref)		\$15
Second Copy of Student Schedule		\$2
Student ID Card Re-Issue		\$10
Housing Deposit (\$30 Refundable less damage)		\$50
Key Replacement Fee		\$25
Online Classes Per Credit Hour Fee (Non-Refundable)		\$10
Semester Hour Fee For Part-Time/Summer School Students		\$75
Matriculation Fee For Part-Time Students (Non-Refundable)		\$10

\* Due at Registration

\*\* Five-day week

\*\*\* Monday morning through Friday noon

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee.

An I.D. card is issued to each full-time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.



## SENIOR CITIZEN PLAN

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

## SPECIAL TOOLS, SUPPLIES, EQUIPMENT, AND/OR ATTIRE MAY BE REQUIRED FOR THE FOLLOWING CAREER/TECHNICAL PROGRAMS:

Automotive Mechanics  
Collision Repair Technology  
Cosmetology  
Engineering Technology  
Electronics  
EMT/Paramedic Program  
Funeral Service Technology  
Heating, Ventilation, Air Conditioning, & Refrigeration Technology  
Machine Tool Technology  
Occupational Therapy Assistant Technology  
Practical Nursing  
Surgical Technology  
Welding & Cutting Technology

## REFUND POLICY

- a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her fees adjusted to the part-time student rate. **No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
- b. A portion of the entrance fee (\$160 per semester) is for matriculation and is non-refundable. For students who drop from Full-time to Part-time during the first four weeks of school, their matriculation fee will adjust from the Full-time rate to the Part-time rate (\$10 per semester). No adjustments for Full-time or Part-time will be made after the first four weeks. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The activity date (date the withdrawal, cut-out, or drop goes into effect) is the date the Business Office uses to calculate refunds. The remainder of the fee is refundable as follows:



**Fall & Spring Semesters:**

**Day, Night, Online**

One week or less

90 per cent

Less than two weeks

75 per cent

Less than three weeks

50 per cent

Less than four weeks

25 per cent

Four or more weeks

0 per cent

**Summer Semester:**

**Day & Night**

After 1st class

90 per cent

After 2nd class

75 per cent

After 3rd class

50 per cent

After 4th class

25 per cent

After 5th class

0 per cent

**On-Line**

After 3 days

90 per cent

After 6 days

75 per cent

After 9 days

50 per cent

After 12 days

25 per cent

After 15 days

0 per cent

- c. Room rent of \$365-\$440 per semester is non-refundable.
- d. Board (meals) is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the Business Office uses to calculate refunds.



# **STUDENT SERVICES**

## **COUNSELING AND ADVISEMENT**

The Counseling Department provides academic, social, personal, and career counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

## **CAREER CENTER**

The Career Center, located in McDaniel Hall on the Goodman campus, provides career counseling services such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

## **STUDENT SUPPORT SERVICES**

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

## **ORIENTATION**

A first-time or transfer student must participate in orientation. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc.

## **TESTING**

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), and General Educational Development Test (GED). Applications and/or information for each of these tests may be obtained from the counseling office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises and are used as counseling aids.



## **TRANSFER FACILITATION**

Placement activities are designed to aid both the academic student and the career-technical student. A supply of senior college information is available in the Career Center, and counselors are available to assist students in transferring. The career counselors assist the career-technical students in finding permanent employment.

## **HEALTH SERVICE**

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

## **FINANCIAL AID**

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Workstudy (FWS)
- Federal Stafford Student Loans
- Federal Unsubsidized Stafford Loans
- H.C.C. Achievement/Performance Scholarships
- H.C.C. Development/Patronage Scholarships

## **APPLICATION**

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid.

## **DEADLINES**

Students are encouraged to apply early in the spring prior to the start of the fall semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.



## **POLICIES GOVERNING STUDENT FINANCIAL AID**

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student within 10 days of the credit balance being issued. Refund checks will be mailed to the student's address on file. All workstudy checks will be disbursed on a monthly basis.

Any student who withdraws from school or drops below the minimum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with



their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may owe Holmes Community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

### **HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID**

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress, in accordance with regulations issued by the United States Department of Education. Satisfactory Academic Progress (SAP) status will be determined at least once each year, generally at the end of the spring term. The first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a "SAP Warning" status. If a student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP Failure Status and is no longer eligible to receive federal aid. The student may continue to attend Holmes Community College at their own expense.

#### **UNDERGRADUATE STUDENTS:**

An undergraduate student is considered to be making satisfactory progress if he/she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree
- completes degree requirements within a reasonable length of time

#### **REQUIRED QUALITATIVE MEASURE:**

In order to meet the required qualitative measure, a student must main-



tain a minimum overall cumulative GPA based on the following scales. This measure becomes effective when the student has attempted at least 6 credit hours at Holmes Community College.

1- 48 hours  
**1.75 G.P.A.**

49 and above  
**2.0 G.P.A.**

### **MEASURABLE PROGRESS REQUIREMENT (COMPLETION RATE):**

In order to maintain measurable progress toward the completion of their degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentages are outlined below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

<u>1-16 hours</u>	<u>17-32 hours</u>	<u>33-48 hours</u>	<u>49 and above</u>
<b>50% or greater</b>	<b>50% or greater</b>	<b>50% or greater</b>	<b>67% or greater</b>

**Example A:** A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

**Example B:** A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

### **MAX TIME FRAME:**

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 96 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal.



## **APPEAL PROCESS:**

A student failing to meet the minimum standards, who has extenuating circumstances or who has a reasonable basis for special consideration may appeal their suspension to the Director of Financial Aid. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be emailed to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. The email address for the Director can be found at [www.holmescc.edu](http://www.holmescc.edu) and clicking on Financial aid. Appeals will not be heard over the phone.

**Note: Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension. However, the student may continue to attend HCC at his/her own expense.**

## **CUMULATIVE RECORD:**

A student's entire academic record at Holmes Community College, as well as all transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

## **PROBATION:**

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

## **FINANCIAL AID SUSPENSION:**

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

## **NOTIFICATION:**

Any student placed on probation or suspension will be notified in writing after the fall and spring semester from the Office of Financial Aid. Summer notifications will not be mailed, but students may check their status anytime using their Doghouse account.



# TYPES OF FINANCIAL AID

## Grants

Grants are “gift aid” made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need. The three types of grants at Holmes Community College are described below:

### A. Federal Pell Grant

The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance.

### B. Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time/part-time students with 6 hours or more. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than \$200 an academic year.

### C. Mississippi Resident Tuition Assistance Grant (MTAG) Program

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.



- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

**Award Amount:** Up to \$500 annually for freshmen and sophomores; Up to \$1,000 annually for juniors and seniors.

**Deadline To Apply:** August 1

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

#### D. **Mississippi Eminent Scholars Grant (MESG) Program**

The MESG is a State-sponsored grant available to “first-time-in-college” students and renewal applicants only.

##### **Eligibility:**

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MESG.
- The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

**Amount Of Award:** Up to \$2,500 annually, not to exceed the tuition and mandatory fees.

**Deadline To Apply:** August 1



**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

## STUDENT EMPLOYMENT

**Federal College Work-Study Program:** The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

**The college work-study program** is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Holmes Community College will use 5% of its CWS allocation for community service jobs.

## LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the Financial Aid Office only. Online applications submitted through a bank or credit union will not be accepted. Students must be enrolled in 6 hours or more per semester at the time the loan funds are disbursed. Students who drop below 1/2 time status will have their loans voided.

### Federal Stafford Loan (FSL)

**Description:** This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

**Loan Origination Fee:** Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Information regarding student loans are available at [www.holmescc.edu](http://www.holmescc.edu) and clicking on Financial Aid.

### Unsubsidized Federal Stafford Loans

The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:



- A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.

## SCHOLARSHIPS & GRANTS

### Sumners Grant

Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education.

All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment.

All applicants must be enrolled in a course that generates credit hours.

The amount of the Sumners Grant for a full-time student shall not exceed the cost of attendance up to \$2015 per semester when combined with all other types of aid received by the student excluding loans.

The amount of the Sumners Grant for a part-time student shall not exceed the cost of attendance ( $\$65 \times \text{credit hours}$ ) per semester when combined with all other types of aid received by the student excluding loans.

The continuation of a returning Holmes Community College student's eligibility to receive Sumners funds after each semester, depends on the students having at least a GPA of 2.0 on all hours attempted.

Transfers from other institutions must have a cumulative 2.0 GPA from all schools attended in order to be eligible for the Sumners Grant. Holmes Community College must have an official transcript from all schools attended prior to awarding Sumners Grant.

Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.



### **Achievement Scholarships**

Board of Trustees Scholarships  
President's & Dean's Scholarships  
Valedictorian and Salutatorian Scholarships  
Skills USA Scholarship  
Technology Applications Scholarship  
Honors Program Book Scholarship  
Michael Klauk Scholarship

### **Performance Scholarships**

Athletic Scholarships  
Cheerleader Scholarships  
Drama Scholarships  
Journalism Scholarships  
Music Scholarships

### **HCC Development Foundation Scholarships**

The Alumni & Friends Career-Technical Scholarship  
The Bain & Corey Scholarship  
The Belk Family Scholarship  
The BellSouth Endowed Scholarship  
The Ben Branch Memorial Scholarship  
The Frank B. Branch Memorial Scholarship  
The Dr. Paul B. Brumby Memorial Scholarship  
The Doris S. and John W. Campbell, Sr. Memorial Scholarship  
The F.C. & Annie P. Dailey Memorial Nursing Scholarship  
The Durant Woman's Club Scholarship  
The Eli P. Garrett Scholarship  
The Garrard Family Foundation Scholarship  
The Gibson Family Scholarship  
The Dr. L.C. Henson Scholarship  
The Kay Hodges Scholarship  
Mr. & Mrs. M.C. McDaniel Scholarship  
The Gayden Schrock Memorial Scholarship  
MillennialTeaching Fellowship  
The 1950 HJC Championship Football Team Athletic Scholarship

### **Patronage Scholarships**

The John C. Downey Scholarship  
The Entergy Excellence in Education Scholarship  
The Lexington Foundation Scholarship  
The Mississippi Association of Supervisors Scholarship  
The Mississippi Manufacturers' Assn. Chairman's Award  
The Trustmark National Bank Scholarship For Grad. Seniors  
The Yazoo Rotary Club Vocational-Technical Scholarship



## Regulations For Board Of Trustees', President's , & Dean's Achievement (ACT) Scholarships

**Board of Trustees' Scholarship:** This scholarship covers the cost of tuition, room and board, fall and spring semesters only. Recipient must be a full-time student with an enhanced ACT composite of 28 or higher. The student must meet all admission requirements and maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

**President's Scholarship:** This scholarship covers one-half the cost of tuition, room, & board at Holmes Community College with the exception of the matriculation fee and the student activities fee. It is available to full-time students with an enhanced ACT composite of 24-27. The student must maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive scholarship funds.

**Dean's Scholarship:** This scholarship covers the cost of tuition at Holmes Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time students with an enhanced ACT composite of 20 -23. The student must maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive scholarship funds.

Students receiving these scholarships must be enrolled full time and have a cumulative 3.0 on all previous college work.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

Student must have official ACT scores on file in the Office of Admissions and Records before the award will be made.

Transfer students must meet the same cumulative GPA requirements as native students.

Out-of-state students are not eligible for this scholarship.

These scholarships are credited to the student's account after the sixth week of each semester. Students who re-test and become eligible or improve their cumulative GPA to 3.0 and/or submit their official scores after the sixth week will not receive their award until the beginning of the next



semester. They must be full-time students and have maintained a cumulative 3.0 GPA to receive this scholarship.

Students who have completed a bachelor's degree may receive these scholarships provided they have a cumulative 3.0 on all work.

If the student withdraws or drops to part time prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

**Valedictorian and Salutatorian Scholarships:** Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one time \$100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

**SkillsUSA Scholarships:** Scholarships may be awarded to the first place winners of the District SkillsUSA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any career-technical program at Holmes Community College that students may choose. Scholarships may be awarded to the first place winners in the State SkillsUSA Contest in the areas of Cosmetology, Air Conditioning/Refrigeration, and Collision Repair. In the event that there are not state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. career-technical counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the career-technical department.

**Technology Applications Scholarship:** Engineering Technology majors on the Goodman campus who have completed Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to applicants who have competed and/or placed in any event at the Technology Student Associations's annual conference. Recipients who maintain a 2.5 cumulative quality point average may receive the award four consecutive semesters. The award of \$500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC. To receive an application, contact the career/technical secretary at 662-472-9058. The deadline for submitting applications is May 1.

**The Michael Klauk Scholarship:** This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need,



integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

**Honors Program Book Scholarship:** A \$200 scholarship to the Holmes Bookstore is available to any Honors Program Participant who has scheduled Honors Forum and any one other honors course.

### **Scholarship Regulations:**

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

### **Athletic Scholarships**

**Grant-in-Aid Scholarships** are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

### **Cheerleader Scholarships**

Scholarships are available to cheerleaders and mascots each semester. This scholarship will be awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

### **Drama Scholarships**

Scholarships are available to students who desire to participate in theatrical productions. Auditions are required. Students may hold drama scholarships concurrently with other scholarships.

### **Journalism Scholarships**

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.



## Music Scholarships

**Band (Instrumental)** scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble Auxiliaries). Students may hold band and other scholarships concurrently.\*

**Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (HCC Chorale or The Holmes Connection!). Students may hold vocal scholarships concurrently with band scholarships.\*

**Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

**Students may receive music scholarships awards concurrently with other scholarships.\***

## Holmes Community College Development Foundation Scholarships

**The Alumni and Friends Career-Technical Scholarship:** This scholarship was established by an anonymous donor to assist full-time career-technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career-Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**The Bain & Corey Scholarship:** This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/her growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.



**The Belk Family Scholarship:** This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

**The BellSouth Endowed Scholarship:** This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

**The Ben Branch Memorial Scholarship:** This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are available from the Holmes Community College Foundation Office.

**The Frank B. Branch Memorial Scholarship:** This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

**The Dr. Paul B. Brumby Memorial Scholarship:** This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.



**The Doris S. and John W. Campbell, Sr. Memorial Scholarship:** This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

**The F.C. & Annie P. Dailey Memorial Nursing Scholarship:** This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

**The Durant Woman's Club Scholarship:** This scholarship was established by the Durant Woman's club. The applicant should be a descendant of a member of the Holmes County Federated Woman's Club and should have a minimum ACT score of 25. Students receiving other scholarships or financial assistance will be eligible for consideration. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**The Garrard Family Foundation Scholarship:** This scholarship was established by Warren and Dorothy Garrard in 2003. The Garrards prefer, but do not require, the deserving student(s) to be from Carroll County with interest in agriculture.

**The Eli P. Garrett Scholarship:** The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

**Gibson Family Scholarship:** The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.



**The Dr. L. C. Henson Scholarship:** This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson, to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery county enrolled as a full-time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

**The Kay Hodges Scholarship:** This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

**Mr. and Mrs. M.C. McDaniel Scholarship:** The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

**The Gayden Schrock Memorial Scholarship:** Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.



**The Millennial Teaching Fellowship:** This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students on the Ridgeland Campus of Holmes Community College. The students must have a 2.0 GPA and must be majoring in education and will be teachers of science or mathematics in Mississippi.

**The 1950 HJC Championship Football Team Athletic Scholarship:** This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

## **PATRONAGE SCHOLARSHIPS**

**The John C. Downey Scholarship:** The Parker-Hannifin Corporation of Madison, MS has established a \$500.00 scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

**The Entergy Excellence in Education Scholarship:** Entergy Mississippi Inc. established this scholarship for vocational and technical students in recognition of the importance of a well-trained workforce to the economic success of Mississippi. To be considered, applicants must be a legal resident of Mississippi, possess a 2.5 GPA, be a full-time student pursuing a vocational or technical field of study, be free of any disciplinary problems and have demonstrated financial need. This scholarship must not duplicate other scholarships or financial assistance. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**The Lexington Foundation Scholarship:** This scholarship is given by the Lexington Foundation of Lexington, Miss. Scholarships each year to Holmes Community College will be awarded to two students from East Holmes Academy, Central Holmes Academy, J.J. McClain and S.V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counse-



lors or principals. The recipient must maintain a 3.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met. Students receiving other scholarships or financial assistance will be eligible. Applications are due by April 1.

**The Mississippi Association of Supervisors Scholarship:** This scholarship was established by the Mississippi Association of Supervisors in 1996 to recognize deserving students at each of Mississippi's at community colleges. Applicants must demonstrate potential for success in college and financial need. To retain this award in the Spring semester, the student must maintain a 2.5 GPA. This scholarship is not renewable after one year. The Scholarship Committee will make final selection of the annual recipient from the supporting counties in the college district in rotating alphabetical order based on stated criteria.

**The Mississippi Manufacturers' Association Chairman's Award:** This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses incurred by a full-time day student.

**The Trustmark National Bank Scholarship Program For Graduating Seniors:** Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend Holmes Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes Community College, be from a household with a combined income of \$20,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite score of 14 or more on the ACT.

**The Yazoo Rotary Club Career-Technical Scholarship:** This scholarship is sponsored by the Yazoo City Rotary Club for a deserving Yazoo City Career-Technical student. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program at Yazoo City Career-Technical Center. The applicant must plan to enroll as a full time student at Holmes Community College in a vocational or technical program. This scholarship is in the amount of \$500.00 to be paid in four installments of \$125.00 for each semester for a student enrolled in a two year program or two installments of \$250.00 each for a student enrolled in a one year program. Three letters of recommendation must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes Community College. The Holmes Community College scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.



**NOTE:** The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals. Unless otherwise indicated, the deadline for submitting applications is May 1. Application forms are available from the Foundation or Office of Admissions.

#### **Other Financial Aid Resources:**

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalog, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, P.O. Box 216, Goodman, MS 39079.

### **STUDENT HOUSING (Goodman Campus Only)**

There are seven dormitories on campus providing space for 360 men students and 300 women students. A minimum GPA of 1.75 is required for dorm residents. Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.



Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of a \$50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up to \$30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

### **DORMITORY HOURS**

All residence halls open at 4:00 p.m. Sunday afternoons and close at 2:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.

### **AUTOMOBILES ON CAMPUS**

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

### **BOOKS**

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

### **MAIL SERVICE (Goodman Campus Only)**

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorange Center. Students must register for a post office box with the Bookstore Manager.

### **STUDENT CONDUCT**

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.



## CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, work-shops, short courses, and other activities designed to meet particular needs.

## VETERANS' EDUCATIONAL BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and Attendance that apply to all veterans under Chapter 1606, 1607, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. The student receiving VA Ed Benefits will follow the same Standards of Progress Policy as those receiving Federal Financial Aid. This statement of revised standards of progress and attendance was approved by the State Approving Agency effective Fall, 2007. The statement is in compliance with VA Regulation 14253 (D).

## CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

**Ambassadors.** The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

**Band.** Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

**Baptist Student Union (BSU).** The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.



**Cheerleaders.** The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

**Concert Chorale.** The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

**Cosmetology Club.** The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

**Creative Arts Club.** The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

**Engineering Technology Club.** The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

**Delta Psi Omega.** Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

**Forestry Club.** This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. Grenada Center only.

**The Holmes Connection!** This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.



**Holme-Towne Players.** This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

**Math and Combined Sciences Club.** MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

**Phi Beta Lambda.** Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

**Phi Theta Kappa.** Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

**Pi Sigma Eta.** Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

**SkillsUSA-VICA.** Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

**Social Science Forum.** The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

**Student Government Association.** Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

**Student Nurses' Organization.** This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration,



and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses.

**Student Practical Nursing Organization (SPNO).** The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students of Holmes Community College.

## PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

**The GROWL**, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

**Horizons** is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

**Reflections**, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.



# PROGRAMS OF STUDY

## ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

## ACADEMIC EDUCATION PROGRAMS/MAJORS

AGRICULTURE  
ART  
AVIATION MANAGEMENT  
BIOLOGICAL SCIENCE  
BUSINESS ADMINISTRATION/ACCOUNTING  
COMPUTER SCIENCE/COMPUTER ENGINEERING  
CRIMINAL JUSTICE  
ELEMENTARY EDUCATION  
ENGINEERING  
FORENSIC SCIENCE  
FORESTRY AND WILDLIFE  
GENERAL COLLEGE STUDIES  
HEALTH-RELATED PROFESSIONS:  
    PRE-CLINICAL LABORATORY SCIENCES  
    PRE-CYTOTECHNOLOGY  
    PRE-DENTAL HYGIENE  
    PRE-HEALTH INFORMATION MANAGEMENT  
    PRE-OCCUPATIONAL THERAPY  
    PRE-PHYSICAL THERAPY  
    PRE-RADIOLOGIC TECHNOLOGY



INDUSTRIAL TECHNOLOGY  
LIBERAL ARTS  
MATHEMATICS  
PRE-DENTAL  
PRE-LAW  
PRE-MEDICAL  
PRE-B.S. NURSING  
PRE-PHARMACY  
PRE-VETERINARY  
PSYCHOLOGY  
SOCIAL WORK/SOCIOLOGY

SECONDARY EDUCATION:  
BIOLOGY/SCIENCE  
ENGLISH/LIBRARY SCIENCE  
MATHEMATICS  
MUSIC-INSTRUMENT  
MUSIC-PIANO  
MUSIC-VOICE  
PHYSICAL EDUCATION  
SOCIAL STUDIES  
TECHNOLOGY TEACHER

\*ADN NURSING

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

\*AAS is awarded for this program, but it is not a Technical curriculum.



# Agriculture

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
Botany I .....	BIO 1314
College Algebra .....	MAT 1313
Humanities Elective .....	3
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Natural Science/Lab .....	4
Business Calculus .....	MAT 1513
Public Speaking .....	SPT 1113
Total	17 hrs.

Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Agriculture the following is a recommended second year.

## Second Year

### First Semester

Zoology I .....	BIO 2414
Accounting I .....	ACC 1213
Macroeconomics I .....	ECO 2113
Fine Arts Elective .....	3
Computer Literacy .....	3
Total	16 hrs.

### Second Semester

Zoology II .....	BIO 2424
Accounting II .....	ACC 1223
Microeconomics .....	ECO 2123
Social/Behavioral Elec. ....	3
Statistics .....	MAT 2323
Total	16 hrs.



**Art**  
**(Goodman Campus)**

**First Year**

**First Semester**

College Algebra .....	MAT 1313
Drawing I .....	ART 1313
Art History I .....	ART 2713
English Comp. I .....	ENG 1113
Lab Science Elective .....	4
<b>Total</b>	<b>16 hrs.</b>

**Second Semester**

Laboratory Science .....	4
Drawing II .....	ART 1323
English Comp II .....	ENG 1123
Art History II .....	ART 2723
Social Science Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

**Second Year**

**First Semester**

Painting I .....	ART 2513
Public Speaking .....	SPT 1113
Design I .....	ART 1433
Humanities Elective .....	3
3-D Design .....	ART 1453
Computer Literacy.....	3
<b>Total</b>	<b>18 hrs.</b>

**Second Semester**

Social/Behavior Elec. ....	3
Design II .....	ART 1443
Humanities Elective .....	3
Ceramics .....	ART 2613
Painting II .....	ART 2523
<b>Total</b>	<b>15 hrs.</b>

Consult with your chosen transfer university or college to determine modification of this curriculum.



Aviation Management & \*Flight Operations

First Year

First Semester

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
History .....	3
General Psychology ..	PSY 1513
Music Appreciation ....	MUS 1113
P.E. Activity .....	1
Total	16 hrs.

Second Semester

English Comp. II .....	ENG 1113
Finite Mathematics .....	MAT 1333
History .....	3
Public Speaking .....	SPT 1113
Computer Applications I .....	CSC 1123
Total	15 hrs.

Second Year

First Semester

Literature .....	3
Prin. of Econ. I .....	ECO 2113
Elective .....	3
Prin. of Accounting I ..	ACC 1213
Lab Science Elective .....	3
Computer Concepts .....	CSC 1113
Total	18 hrs.

Second Semester

Literature .....	3
Prin. of Econ. II .....	ECO 2123
Business Statistics ....	BAD 2323
Prin. of Account II .....	ACC 1223
Lab Science Elective .....	3
Total	15 hrs.

This curriculum is designed to articulate with the aviation programs at Delta State University.

\*Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the freshman year.



# Biological Science

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
Foreign Language .....	3
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Foreign Language .....	3
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
Total	17 hrs.

## Second Year

### First Semester

Organic	
Chemistry I .....	CHE 2424
Foreign Language .....	3
Social Studies/	
Behav. Science .....	3
Botany I .....	BIO 1314
Computer	
Concepts .....	CSC 1113
Total	17 hrs.

### Second Semester

Microbiology .....	BIO 2924
Organic	
Chemistry II .....	CHE 2434
Natural Science/Lab .....	4
Foreign Language .....	3
Public Speaking .....	SPT 1113
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.



# Business Administration/Accounting

## First Year

### First Semester

English	
Composition I .....	ENG 1113
History .....	3
Intro to	
Business .....	BAD 1113
College Algebra .....	MAT 1313
Public Speaking .....	SPT1113
Elective.....	1
Total	16 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Fine Arts .....	3
Behavioral Science	
Elective .....	3
Computer Applic I .....	CSC 1123
OR Bus. Management/ Microcomputer ...	BAD 2533
Literature Elective .....	3
Elective.....	3
Total	18 hrs.

## Second Year

### First Semester

Laboratory Science .....	4
Principles of (Macro)	
Economics .....	ECO 2113
Legal Environment	
of Business .....	BAD 2413
Principles of	
Accounting I .....	ACC 1213
Business Cal. I or .....	MAT 1513
Finite .....	MAT 1333
Total	16 hrs.

### Second Semester

Laboratory Science .....	4
Principles of (Micro)	
Economics .....	ECO 2123
Business Statistics ....	BAD 2323
OR Statistics .....	MAT 2323
Prin/Accounting II .....	ACC 1223
Business Comm .....	BAD 2813
Total	16 hrs.

Check your senior college catalog for additional requirements of literature, Business Calculus II, foreign language, etc.



# Computer Science/Computer Engineering

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
*Foreign Language .....	3
Humanities .....	3
Calculus I .....	MAT 1613
Computer	
Concepts .....	CSC 1113
Total	18 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Calculus II .....	MAT 1623
*Foreign Language .....	3
Computer	
Programming I .....	CSC 1613
*Biological Science .....	3/4
Social Science	
Elective .....	3
Total	18/19 hrs.

## Second Year

### First Semester

Computer	
Programming II .....	CSC 2623
Calculus III .....	MAT 2613
*Foreign Language .....	3
*Gen. Physics I-A .....	PHY 2514
Fine Arts .....	3
*Linear Algebra.....	MAT 2113
Total	19 hrs.

### Second Semester

Public Speaking .....	SPT 1113
*Foreign Language .....	3
*Gen. Physics II-A .....	PHY 2524
Calculus IV .....	MAT 2623
Humanities, Soc. Sci.,	
or Science .....	3
*Differential Equations	MAT 2913
Total	19 hrs.

\* Check your senior college catalog.



# Criminal Justice

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Psychology .....	PSY 1513
College Algebra .....	MAT 1313
Principles/Biology I .....	BIO 1114
*Intro/Criminal Jus .....	CRJ 1313
Total	16 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Human	
Growth & Dev .....	EPY 2533
Computer Literacy .....	3
Principles/Biology II .....	BIO 1124
*Police Admin & Org ...	CRJ 1323
Total	16 hrs.

## Second Year

### First Semester

American	
National Gov't .....	PSC 1113
Fine Arts Elective .....	3
*Introduction to	
Corrections .....	CRJ 1363
Humanities Elective .....	3
Intro/Sociology .....	SOC 2113
*Elective .....	3
Total	18 hrs.

### Second Semester

**Criminal	
Investigation I .....	CRJ 2333
Humanities Elective .....	3
Public Speaking .....	SPT 1113
Social Problems .....	SOC 2133
State & Local Gov't .....	PSC 1123
Total	15 hrs.

\*Consult with your chosen transfer university or college to determine modification of this curriculum. Criminal Justice Electives:

Police Administration & Organization II	CRJ 1333
Police & Community Relations	CRJ 1343
**Criminology (May substitute for CRJ 2333)	CRJ 1383
Traffic Law	CRJ 2213
Police Operations	CRJ 2313
Criminal Law-Evidence	CRJ 2323
Survey of Criminalistics	CRJ 2393
Law Enforcement & The Juvenile	CRJ 2513

Consult with your chosen transfer university or college to determine modification of this curriculum.



Elementary Education

First Year

First Semester		Second Semester	
English		English	
Composition I .....	ENG 1113	Composition II .....	ENG 1123
Real		Public Speaking .....	SPT 1113
Number System .....	MAT 1723	Geometry, Measurement	
Biological Science .....	4	and Probability .....	MAT 1733
*World		General Psychology ...	PSY 1513
Geography .....	GEO 1113	History elective .....	3
History Elective .....	3	Physical Education .....	1
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Literature Elective .....	3	Literature Elective .....	3
Physical		Fine Arts Elective .....	3
Science Elective .....	4	Introduction to	
College Algebra .....	MAT 1313	Sociology .....	SOC 2113
**Electives .....	6	Computer	
		Concepts .....	CSC 1113
		**Electives .....	4
Total	16 hrs.	Total	16 hrs.

\*May substitute American National Government (PSC 1113)

\*\*Suggested Elective courses:  
Art for Elementary Teachers (ART 1913)  
Music for Elementary Teachers (MUS 2513)  
Area concentration courses in English, Math, Sciences, or  
Social Studies  
Consult with your chosen transfer university or college to determine  
modification of this curriculum.



# Engineering

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
*Graphic	
Communication I ....	GRA 1143
***Trigonometry .....	MAT 1323
**Humanities/Social	
Science Elective .....	3
Calculus I .....	MAT 1613
Total	19 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
CSC Programming Course .....	3
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
**Humanities/	
Social Studies Sequence .....	3
Calculus II .....	MAT 1623
Total	16 hrs.

## Second Year

### First Semester

General	
Physics I-A .....	PHY 2514
Calculus III .....	MAT 2613
**Humanities/Social	
Science Elective .....	6
Fine Arts .....	3
*Linear Algebra.....	MAT 2113
Total	19 hrs.

### Second Semester

General	
Physics II-A .....	PHY 2524
Calculus IV .....	MAT 2623
Engineering Mechan ..	EGR 2413
Public Speaking .....	SPT 1113
**Humanities/Social	
Studies Sequence .....	3
Differential	
Equations .....	MAT 2913
Total	19 hrs.

\*Consult university catalog.

\*\*Fifteen (15) hours are required in the humanities and social sciences. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.

\*\*\*The taking of this course depends upon your ACT Math subscore.



## Forensic Science

### First Year

#### First Semester

##### English

Composition I ..... ENG 1113  
Criminal Investigation I CRJ 2333  
Gen. Chemistry I ..... CHE 1213  
General Chemistry  
Laboratory I ..... CHE 1211  
General  
Biology I ..... BIO 1134  
College Algebra ..... MAT 1313  
Total 17 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123  
Criminalistics ..... CRJ 2393  
Gen. Chemistry II ..... CHE 1223  
General Chemistry  
Laboratory II ..... CHE 1221  
Trigonometry ..... MAT 1323  
General Biology II ..... BIO 1144  
Total 17 hrs.

### Second Year

#### First Semester

General Psychology.... PSY 1513  
Human Anatomy &  
Physiology I ..... BIO 2514  
\*\*Organic  
Chemistry I ..... CHE 2424  
Humanities Elective ..... 3  
Calculus I..... MAT 1613  
Total 17 hrs.

#### Second Semester

Human Anatomy &  
Physiology II ..... BIO 2524  
\*\*Organic Chemistry ... CHE 2434  
Public Speaking ..... SPT 1113  
Computer Literacy ..... 3  
Calculus II..... MAT 1623  
Total 17 hrs.

\*\*General Physics I & II may be required. Check your senior college catalog.



# Forestry and Wildlife

## First Year

### First Semester

#### English

Composition I ..... ENG 1113

College Algebra ..... MAT 1313

#### General

Chemistry I ..... CHE 1213

#### General Chemistry

Laboratory I ..... CHE 1211

Botany I ..... BIO 1314

**OR** Gen.Biology I ..... BIO 1134

Humanities Elective ..... 3

Total 17 hrs.

### Second Semester

#### English

Composition II ..... ENG 1123

#### General

Chemistry II ..... CHE 1223

#### General Chemistry

Laboratory II ..... CHE 1221

Zoology I ..... BIO 2414

Public Speaking ..... SPT 1113

Trigonometry ..... MAT 1323

Total 17 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Forestry and Wildlife, the following is a recommended second year.

## Second Year

### First Semester

General Physics I ..... PHY 2414

Accounting I ..... ACC 1213

Macroeconomics I ..... ECO 2113

CSC Computer Literacy ..... 3

Business Calculus ..... MAT 1513

Total 16 hrs.

### Second Semester

Humanities Elective ..... 3

Accounting II ..... ACC 1223

Microeconomics ..... ECO 2123

Fine Arts Elective. .... 3

Statistics ..... MAT 2323

Total 15 hrs.



General College Studies

First Year

First Semester

English	
Composition I	ENG 1113
History Elective	3
Nat.Science w/Lab	4
*Electives	6
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History elective	3
Nat.Science w/Lab	4
*Electives	6
Total	16 hrs.

Second Year

First Semester

Humanities Elective	3
Social Science Elective	3
Computer Literacy	3
College Algebra	MAT 1313
*Elective	3
**P.E.Elective	1
Total	16 hrs.

Second Semester

Psychology Elective	3
Social Science Elective	3
Fine Arts Elective	3
Public Speaking	SPT 1113
*Elective	3
**P.E.Elective	1
Total	16 hrs.

This curriculum is designed to serve two primary purposes: (1) An entering student may elect to follow this program for one or two semesters before deciding on a specific field of study. When a specific field of study is decided upon, the transition into the new program should be no problem. (2) Students who wish to change majors after one or two semesters in another of the programs at Holmes can use this General College Studies curriculum as an alternative in order to have at least an opportunity to meet degree requirements and graduate from Holmes. **The table of courses above is only a suggested guideline; therefore, the order in which courses are taken is flexible.**

\*English, mathematics, and reading require proper placement scores. Electives must be approved through the student's academic advisor.

\*\*In some cases physical education is not required. Check with your advisor.



# Health-Related Professions Pre-Clinical Laboratory Sciences

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Zoology I .....	BIO 2414
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Intro/Sociology .....	SOC 2113
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Computer Concepts ....	CSC 1113
Total	16 hrs.

## Second Year

### First Semester

Microcomputer App. ...	CSC 1123
Human Anatomy & Physiology I .....	BIO 2514
Organic	
Chemistry I .....	CHE 2424
Humanities Elective .....	3
Calculus I	MAT 1613
Total	17 hrs.

### Second Semester

Humanities	
Elective .....	3
Public Speaking .....	SPT 1113
Microbiology .....	BIO 2924
Fine Arts Elective .....	3
Calculus II	MAT 1623
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 65 transferable hours with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.



# Health-Related Professions Pre-Cytotechnology

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Zoology I .....	BIO 2414
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
College Algebra .....	MAT 1313
General	
Psychology .....	PSY 1513
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Zoology II .....	BIO 2424
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Public Speaking .....	SPT 1113
Total	17 hrs.

## Second Year

### First Semester

Elective .....	3
Human Anatomy &	
Physiology I .....	BIO 2514
Humanities Electives .....	6
Computer	
Concepts .....	CSC 1113
Total	16 hrs.

### Second Semester

Elective .....	3
Human Anatomy &	
Physiology II .....	BIO 2524
Humanities Elective .....	3
Microbiology .....	BIO 2924
Total	14 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring and must have a minimum of 58 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from Psychology, Sociology, Economics, Political Science, or Geography.



# Health-Related Professions Pre-Dental Hygiene

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Zoology I .....	BIO 2414
Chemistry I .....	CHE 1213
Chemistry I Lab .....	CHE 1211
Gen. Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Chemistry II .....	CHE 1223
Chemistry II Lab .....	CHE 1221
Nutrition .....	BIO 1613
Intro./Sociology .....	SOC 2113
Computer	
Concepts .....	CSC 1113
Total	16 hrs.

## Second Year

### First Semester

Human Anatomy & Physiology I .....	BIO 2514
Child or Adolescent Psy .....	EPY 2513 or 2523
Humanities Elective .....	3
Organic Chemistry .....	CHE 2424
Public Speaking .....	SPT 1113
Total	17 hrs.

### Second Semester

Human Anatomy & Physiology II .....	BIO 2524
Humanities Elective .....	3
Fine Arts Elective .....	3
Microbiology .....	BIO 2924
Total	14 hrs.

\*General Biology I (BIO 1134) may be substituted

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Students must have a minimum of 60 transferable hours with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment and submit completed Observation Form prior to admission to the program.



# Health-Related Professions Pre-Health Information Management

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Zoology I .....	BIO 2414
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Elective .....	4
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Zoology II .....	BIO 2424
Advanced Math -	
Suggested .....	MAT 1333
Fine Arts .....	3
Elective .....	3
Total	16 hrs.

## Second Year

### First Semester

Human Anatomy & Physiology I .....	BIO 2514
Principles of Accounting I .....	ACC 1213
Humanities Elective .....	3
Business	
Communication .....	BAD 2813
Computer Concepts .....	CSC 1113
Total	16 hrs.

### Second Semester

Human Anatomy & Physiology II .....	BIO 2524
Principles of Accounting II .....	ACC 1223
Humanities Elective .....	3
Public Speaking .....	SPT 1113
Elective .....	3
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 64 hours of transfer credit.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*BIO 1134/1144 may be substituted.



# Health-Related Professions Pre-Occupational Therapy

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Zoology I .....	BIO 2414
College Algebra .....	MAT 1313
General Chemistry.....	CHE 1213
General	
Chemistry Lab .....	CHE 1211
General	
Psychology I .....	PSY 1513
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Zoology II .....	BIO 2424
Human	
Growth & Dev. ....	EPY 2533
Trigonometry .....	MAT 1323
Computer	
Literacy Elective .....	3
Total	16 hrs

## Second Year

### First Semester

Human Anatomy & Physiology I .....	BIO 2514
General Physics I.....	PHY 2414
Intro/Sociology .....	SOC 2113
**Humanities Elective .....	3
Fine Arts .....	3
Total	17 hrs.

### Second Semester

Human Anatomy & Physiology II .....	BIO 2524
Social Science Elective .....	3
Child or Adoles.Psy. ....	3
**Humanities Elective .....	3
Public Speaking .....	SPT 1113
Total	16 hrs.

\*BIO 1134/1144 may be substituted.

\*\*Select from history, literature, foreign language, or philosophy

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. This is a Master's Degree Program requiring an additional 36 months of continuous study beyond completion of this program. All applicants are required to provide evidence of 16 hours observation in at least two occupational therapy clinical departments in addition to having at least a 2.0 GPA on a 4.0 scale and have a minimum of 64 hours of transfer credit.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

A program in Occupational Therapy Assistant Technology is offered on the Ridgeland Campus.



# Health-Related Professions Pre-Physical Therapy

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Zoology I .....	BIO 2414
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Zoology II .....	BIO 2424
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Computer Concepts ....	CSC 1113
Total	17 hrs.

## Second Year

### First Semester

Human Anatomy &	
Physiology I .....	BIO 2514
General Physics I .....	PHY 2414
Humanities Elective .....	3
Public Speaking .....	SPT 1113
*Intro/Sociology .....	SOC 2113
Total	17 hrs.

### Second Semester

Human Anatomy &	
Physiology II .....	BIO 2524
General Physics II .....	PHY 2424
Humanities Elective .....	3
Fine Arts Elective .....	3
Statistics .....	MAT 2323
Total	17 hrs.

Students applying for the Doctor of Physical Therapy must have a bachelor's degree and evidence of 40 hours of observation in at least two physical therapy clinical departments or practices. Students must have a minimum of 3.0 GPA on a 4.0 scale on all required courses and overall. Students must also take the GRE before applying to the program. Students must also complete an autobiographical essay and a resume to apply to the program.

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. Students should consult the most recent Medical Center catalog when planning their schedule. A minimum grade of C is required on each course to be transferred. All programs at the Medical Center have a limited class size with competitive admissions.

\*General Biology I & II (BIO 1134 & 1144) may be substituted.



# Health-Related Professions Pre-Radiologic Technology

## First Year

### First Semester

General	
Biology I .....	BIO 1134
Computer Science Elective.....	3
**Humanities Elective .....	3
English	
Composition I .....	ENG 1113
*Social/Behav Elective .....	3
Total	16 hrs.

### Second Semester

General	
Biology II .....	BIO 1144
English	
Composition II .....	ENG 1123
**Humanities Elective .....	3
College Algebra .....	MAT 1313
*Social/Behav Elective .....	3
Total	16 hrs.

## Second Year

### First Semester

Nutrition. ....	BIO 1613
**Fine Arts Elective .....	3
Human A & P I .....	BIO 2514
Human Growth/Dev. ....	EPY 2533
Public Speaking .....	SPT 1113
Total .....	16 hrs.

### Second Semester

Per.& Comm.Health .....	HPR 1213
Human A & P II .....	BIO 2524
***Electives.....	6
****First Aid & CPR .....	HPR 2213
Total .....	16 hrs

*Additional requirements for admission to the B. S. Degree Program of Radiologic Sciences at UMC include the following: 1. Have completed a minimum of 5 semester hours of academic credit (exclusive of physical education, military science, dogmatic religion, and vocational courses) from a regionally accredited institution of higher learning. 2. Have successfully completed (grade of C or better) the following minimum pre-requisite number of required courses: English Composition-6, \*Social or Behavioral Science-6, College Algebra, Quantitative Reasoning, or Higher Math-3, Speech-3, \*\*Humanities and Fine Arts-9, Human Anatomy and Physiology with Lab-8, Basic Computer Concepts & Applications-3, \*\*\*Electives-19.*

*\*Social and Behavioral Sciences include courses such as anthropology, economics, political science, psychology, or sociology.*

*\*\*Humanities and Fine Arts include courses such as art history, dance, history, modern languages, music, philosophy, religion, or theatre.*

*\*\*\*Recommended electives include natural sciences (general chemistry, general physics, biology, microbiology), advanced mathematics, and advanced computer sciences. 3. Have a minimum overall cumulative grade point average of 2.00 on a 4.00 scale. 4. Submit ACT scores. 5. Have completed 4 hours observation of a Registered Radiologic Technologist in a clinical environment. 6. \*\*\*\*Have current CPR certification at the time of registration (CPR certifications only last for a year at a time, so this course should be taken in the final semester). 7. Complete an interview*



# Industrial Technology

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Graphic	
Communication .....	GRA 1143
Wood	
Technology .....	IED 1213
College Algebra .....	MAT 1313
Computer	
Literacy Elective .....	3
Total	15 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Technology	
Graphics .....	GRA 1153
Forging & Welding .....	IED 2323
Trigonometry .....	MAT 1323
Business Statistics ....	BAD 2323
Total	15 hrs.

## Second Year

### First Semester

General Psychology ..	PSY 1513
Basic Electricity .....	IED 1813
Natural Science/Lab .....	4
Humanities Elective .....	3
*Restricted Electives .....	3
Fine Arts Elective .....	3
Total	19 hrs

### Second Semester

Natural Science/Lab .....	4
Economics I .....	ECO 2113
*Restricted	
Elective .....	3
Public Speaking .....	SPT 1113
Humanities Elective .....	3
Total	16 hrs.

### \*Restricted Electives (Approved by Advisor):

Accounting I .....	ACC 1213
Calculus I .....	MAT 1613
General Chemistry I .....	CHE 1213
Basic Applications of Industrial Safety .....	ENT 1153

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacture, sale, and distribution of industrial products. Job opportunities are excellent. Consult with your chosen transfer university or college to determine modification of this curriculum.



## Liberal Arts

### First Year

#### First Semester

##### English

Composition I ..... ENG 1113

Foreign Language ..... 3

College Algebra ..... MAT 1313

Public Speaking ..... SPT 1113

##### American Nat.

Government ..... PSC 1113

Total 15 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123

Foreign Language ..... 3

\*Math Elec (>College Alg) ..... 3

Music Appreciation ..... MUS 1113

##### Introduction to

Sociology ..... SOC 2113

Total 15 hrs.

### Second Year

#### First Semester

Literature I ..... 3

Foreign Language ..... 3

##### \*Social Science or

Lab Science Elec ..... 3-4

History ..... 3

Laboratory Science ..... 4

##### Computer

Concepts ..... CSC 1113

Total 19-20 hrs.

#### Second Semester

Literature II ..... 3

Foreign Language ..... 3

##### General

Psychology I ..... PSY 1513

History ..... 3

Laboratory Science ..... 4

Total 16 hrs.

\*Students should check the university catalog for proper course selection. Some universities require two semester sequences in mathematics, natural sciences, and social sciences.



# Mathematics (Non-Education Major)

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Calculus I .....	MAT 1613
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
Foreign Language .....	3
History .....	3
Total	16 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Calculus II .....	MAT 1623
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Foreign Language .....	3
Computer	
Programming I .....	CSC 1613
American	
Government .....	PSC 1113
Total	19 hrs.

## Second Year

### First Semester

Literature .....	3
Calculus III .....	MAT 2613
Foreign Language .....	3
*General	
Physics I-A .....	PHY 2514
Public Speaking .....	SPT 1113
Total	16 hrs.

### Second Semester

Literature .....	3
Calculus IV .....	MAT 2623
Foreign Language .....	3
*General	
Physics II-A .....	PHY 2524
Differential	
Equations .....	MAT 2913
Total	16 hrs.

\*Student is encouraged to correspond with his or her chosen senior college on acceptance of PHY 2514 and PHY 2524.

The College offers two options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts.



## Pre-Dental

### First Year

#### First Semester

English  
Composition I ..... ENG 1113  
Gen. Chemistry I ..... CHE 1213  
General Chemistry  
Laboratory I ..... CHE 1211  
College Algebra ..... MAT 1313  
Zoology I ..... BIO 2414  
OR Gen Bio I ..... BIO 1134  
Computer Concepts ... CSC 1113  
Foreign Language ..... 3

Total 20 hrs.

#### Second Semester

English  
Composition II ..... ENG 1123  
General  
Chemistry II ..... CHE 1223  
General Chemistry  
Laboratory II ..... CHE 1221  
Trigonometry ..... MAT 1323  
Zoology II ..... BIO 2424  
OR Gen Bio II ..... BIO 1144  
Foreign Language ..... 3  
Statistics ..... MAT 2323  
Total 20 hrs.

### Second Year

#### First Semester

Organic  
Chemistry I ..... CHE 2424  
General Physics I ..... PHY 2414  
Social Studies/  
Behavior Science ..... 3  
Foreign Language ..... 3  
Human Anatomy  
& Physiology I ..... BIO 2514  
Total 18 hrs.

#### Second Semester

Organic  
Chemistry II ..... CHE 2434  
Gen. Physics II ..... PHY 2424  
Public Speaking ..... SPT 1113  
Foreign Language ..... 3  
Human Anatomy  
& Physiology II ..... BIO 2524  
Total 18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

UMC has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.



## Pre-Law

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
Foreign Language .....	3
Western Civ. I .....	HIS 1113
College Algebra .....	MAT 1313
Public Speaking .....	SPT 1113
Activity Elective .....	1
Total	16 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
Foreign Language .....	3
Western Civ. II .....	HIS 1123
Mathematics .....	3
American National	
Government .....	PSC 1113
Activity Elective .....	1
Total	16 hrs.

### Second Year

#### First Semester

Literature .....	3
Foreign Language .....	3
Laboratory Science .....	4
General Psychology ..	PSY 1513
Computer	
Concepts .....	CSC 1113
Total	16 hrs.

#### Second Semester

Literature .....	3
Foreign Language .....	3
Laboratory Science .....	4
Intro. to Sociology .....	SOC 2113
Elective .....	3
Total	16 hrs.

Most law schools require a baccalaureate degree before admission, although they do not prescribe a specific curriculum. Applicants are advised to select a degree which prepares for an alternate career and which utilizes the student's acquired skills and talents. Courses should also prepare the student for community leadership and should focus on the kind of specialization that interests the individual. The program outlined above is suitable for a Liberal Arts-Political Science major or an "undecided" major.

Consult with your chosen transfer university or college to determine modification of this curriculum.



# Pre-Medical

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
College Algebra .....	MAT 1313
Foreign Language .....	3
Zoology I .....	BIO 2414
OR Gen Bio I .....	BIO 1134
Computer Concepts ...	CSC 1113
Total	20 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
OR Gen Bio II .....	BIO 1144
Foreign Language .....	3
Total	17 hrs.

## Second Year

### First Semester

Organic	
Chemistry I .....	CHE 2424
General Physics I .....	PHY 2414
Social Studies/	
Behavior Science .....	3
Foreign Language .....	3
Human Anatomy	
& Physiology I .....	BIO 2514
Total	18 hrs.

### Second Semester

Organic	
Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
Public Speaking .....	SPT 1113
Foreign Language .....	3
Human Anatomy	
& Physiology II .....	BIO 2524
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

UMC has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.



# Pre-Nursing (B.S.)

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Elective .....	3
PE Activity .....	1
General Chemistry .....	CHE 1213
Gen. Chemistry Lab ...	CHE 1211
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Human Growth & Development .....	EPY 2533
General Chemistry .....	CHE 1223
Gen. Chemistry Lab ...	CHE 1221
Public Speaking .....	SPT 1113
Nutrition .....	BIO1613
Total	16 hrs.

## Summer Session (Highly Recommended)

### Summer Term I

Humanities Elective .....	3
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### Summer Term II

Humanities Elective .....	3
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## Second Year

### First Semester

Computer	
Applications I .....	CSC 1123
Human Anatomy & Physiology I .....	BIO 2514
History .....	3
Intro/Sociology .....	SOC 2113
Fine Arts .....	3
Total	16 hrs.

### Second Semester

Human Anatomy & Physiology II .....	BIO 2524
Marriage & Family .....	SOC 2143
Bus Statistics .....	BAD 2323
OR Statistics .....	MAT 2323
Microbiology .....	BIO 2924
Total	17 hrs.

\*A biology course may be recommended by your advisor

This curriculum is designed to meet the admission requirements of the following Schools of Nursing:

University of Mississippi Medical Center  
Delta State University

Students must complete all admission requirements before transferring. Other Schools of Nursing may have different admission requirements. Students interested in other schools should consult with the Pre-Nursing Advisor or follow the most recent addition of the chosen school's catalog when planning their schedule.

All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admissions. Students should start the application process early in their sophomore year.



## Pre-Pharmacy

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
**Calculus I .....	MAT 1613
Gen. Bio. I/MJR .....	BIO 1134
*Elective .....	3
Total	17 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Computer	
Concepts .....	CSC 1113
Gen. Bio II/MJR .....	BIO 1144
Statistics .....	MAT 2323
Total	17 hrs.

### Second Year

#### First Semester

Organic	
Chemistry I .....	CHE 2424
Gen. Physics I .....	PHY 2414
Principles of	
MicroEconomics ...	ECO 2123
*Elective .....	3
Fine Arts .....	3
Total	17 hrs.

#### Second Semester

Organic	
Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
*Electives .....	6
Public Speaking .....	SPT 1113
Total	17 hrs.

\*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

\*\*Calculus I is required for admission to pharmacy school. College Algebra and/or Trigonometry may be needed as preparation for Calculus I. Trigonometry or Calculus may be used for the free electives at Holmes, but will not fulfill the free elective requirements at the University of Mississippi.

UM School of Pharmacy has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.



# Pre-Veterinary

## First Year

### First Semester

English Composition I .....	ENG 1113
General Chemistry I .....	CHE 1213
General Chemistry Laboratory I .....	CHE 1211
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
*Social/Behavioral Science .....	3
Total	17 hrs.

### Second Semester

English Composition II .....	ENG 1123
General Chemistry II .....	CHE 1223
General Chemistry Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
*Social/Behavioral Science .....	3
Total	17 hrs.

## Second Year

### First Semester

Organic Chemistry I .....	CHE 2424
Gen. Physics I .....	PHY 2414
Public Speaking .....	SPT 1113
Computer Concepts .....	CSC 1113
*Humanities .....	3
Total	17 hrs.

### Second Semester

Organic Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
*Humanities .....	3
*Fine Arts .....	3
Microbiology .....	BIO 2924
Elective .....	3
Total	21 hrs.

\*To be selected from courses that meet the core curriculum requirements at Mississippi State University.



# Psychology

## First Year

### First Semester

English	
Composition I .....	ENG 1113
General	
Psychology .....	PSY 1513
College Algebra .....	MAT 1313
History (Contin.Sequence) .....	3
Foreign Language .....	3
Physical Ed. ....	1
Total	16 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Intro to	
Sociology .....	SOC 2113
Fine Arts .....	3
History (Contin.Sequence) .....	3
Foreign Language .....	3
Physical Ed. ....	1
Total	16 hrs.

## Second Year

### First Semester

American	
National Gov't .....	PSC 1113
Foreign language .....	3
Public Speaking .....	SPT 1113
Lit (Contin.Sequence) .....	3
Lab Science .....	4
Total	16 hrs.

### Second Semester

Computer Concepts ...	CSC 1113
Foreign Language .....	3
*Elective .....	3
Lab Science .....	4
Lit (Contin.Sequence) .....	3
Total	16 hrs.

### \*Suggested electives:

Economics	ECO 2113 or ECO 2123
Marriage & Family	SOC 2123
Geography	GEO 1113
Human Growth & Dev.	EPY 2533
Ethics	PHI 2143

Consult with your chosen transfer university or college to determine modification of this curriculum.



# Social Work/Sociology

## First Year

### First Semester

English Composition I .....	ENG 1113
General Psychology .....	PSY 1513
College Algebra .....	MAT 1313
History (Contin.Sequence) .....	3
**Foreign Language .....	3
Physical Ed. ....	1
Total	16 hrs.

### Second Semester

English Composition II .....	ENG 1123
Intro to Sociology .....	SOC 2113
Fine Arts .....	3
History (Contin.Sequence) .....	3
**Foreign Language .....	3
Physical Ed. ....	1
Total	16 hrs.

## Second Year

### First Semester

American National Gov't .....	PSC 1113
Foreign language .....	3
Public Speaking .....	SPT 1113
Lit (Contin.Sequence) .....	3
Lab Science .....	4

Total 16 hrs.

### Second Semester

Computer Concepts ...	CSC 1113
Foreign Language .....	3
*Elective .....	3
Lab Science .....	4
Lit (Contin.Sequence) .....	3

Total 16 hrs.

### \*Suggested electives:

Economics  
Marriage & Family  
Social Problems  
Geography  
Human Growth & Development  
Intro/Philosophy  
Ethics  
Personal/Community Health  
General PE Activity  
Intro/Social Work

ECO 2113 or 2123  
SOC 2143  
SOC 2133  
GEO 1113  
EPY 2533  
PHI 2113  
PHI 2143  
HPR 1213  
HPR 1551 series  
SOC 2163

\*\*Consult with your chosen transfer university or college to determine modification of this curriculum.



# Secondary Education Biology/Science Majors

## First Year

### First Semester

English	
Composition I .....	ENG 1113
College Algebra .....	MAT 1313
Gen. Chemistry I .....	CHE 1213
Gen. Chemistry	
Laboratory I .....	CHE 1211
History .....	3
Botany I .....	BIO 1314
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Trigonometry .....	MAT 1323
Gen. Chemistry II .....	CHE 1223
Gen. Chemistry	
Laboratory II .....	CHE 1221
History .....	3
Natural Science/Lab .....	4
Total	17 hrs.

## Second Year

### First Semester

Literature .....	3
Zoology I .....	BIO 2414
Computer	
Concepts .....	CSC 1113
General	
Psychology I .....	PSY 1513
Gen. Physics I .....	PHY 2414
Total	17 hrs.

### Second Semester

Elective .....	3
Microbiology .....	BIO 2924
Fine Arts .....	3
Zoology II .....	BIO 2424
Public Speaking .....	SPT 1113
Total	17 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# Secondary Education English/Library Science

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Western	
Civilization I .....	HIS 1113
World Geography (GEO 1113)	
or Introduction to	
Sociology (SOC 2113) .....	3
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Physical Education .....	1
Total	16 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Western	
Civilization II .....	HIS 1123
Fine Arts .....	3
Public Speaking .....	SPT 1113
American National	
Government .....	PSC 1113
Physical Education .....	1
Total	16 hrs.

## Second Year

### First Semester

Literature .....	3
Science .....	3
American History I .....	HIS 2213
Personal & Community	
Health I .....	HPR 1213
Math or Science	
Elective .....	3
Total	15 hrs.

### Second Semester

Literature .....	3
Botany I .....	BIO 1314
American History II .....	HIS 2223
Adolescent	
Psychology .....	EPY 2523
Elective .....	3
Computer	
Concepts .....	CSC 1113
Total	19 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.



# Secondary Education Mathematics

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Calculus I .....	MAT 1613
History .....	3
Fine Arts .....	3
Biological Science .....	4
Physical Education .....	1
Total	17 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Calculus II .....	MAT 1623
History .....	3
General	
Psychology I .....	PSY 1513
**Chemistry/General Physics ...	4
Physical Education .....	1
Total	17 hrs.

## Second Year

### First Semester

**Computer	
Concepts .....	CSC 1113
Calculus III .....	MAT 2613
Literature .....	3
Personal & Community	
Health I .....	HPR 1213
**Chemistry/General Physics ..	4
Total	16 hrs.

### Second Semester

Literature .....	3
Calculus IV .....	MAT 2623
Public Speaking .....	SPT 1113
American National	
Government .....	PSC 1113
Intro. to Sociology .....	SOC 2113
Total	15 hrs.

\*Trigonometry (MAT 1323) and Calculus I (MAT 1613) may be taken concurrently. Students are advised to take MAT 1313 and MAT 1323 in the summer before their freshman year in order to complete the Calculus sequence before transferring.

\*\*Course sequence options are: GenChem I & Lab & GenChem II&Lab, Gen Physics I & II, Gen Physics I-A & II-A, Gen Chem I& Lab & GenPhysics I-A, GenChem I& Lab & GenPhysics I. Student is encouraged to consult the bulletin from his or her chosen senior college for specific course requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science.

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# Secondary Education Music — Instrument Majors

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Music Theory I .....	MUS 1214
College Algebra .....	MAT 1313
*Major Instrument I .....	2
*Class Piano I .....	MUA 1511
Band I .....	MUO 1111
	General
Public Speaking .....	SPT 1113
Recital Class I .....	MUS 1911
Total	18 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Music Theory II .....	MUS 1224
History .....	3
*Major Instrument II .....	2
*Class Piano II .....	MUA 1521
Band II .....	MUO 1121
Psychology I .....	PSY 1513
Recital Class II .....	MUS 1921
Total	18 hrs.

## Second Year

### First Semester

Computer	
Concepts .....	CSC 1113
Literature .....	3
*Music Theory III .....	MUS 2214
*Major Instrument III .....	2
*Class Piano III .....	MUA 2511
Band III .....	MUO 2111
Lab Science .....	4
Recital Class III .....	MUS 2911
Total	19 hrs.

### Second Semester

Intro/Sociology .....	SOC 2113
Literature .....	3
*Music Theory IV .....	MUS 2224
*Major Instrument IV .....	2
*Class Piano IV .....	MUA 2521
Band IV .....	MUO 2121
Lab Science .....	4
Recital Class IV .....	MUS 2921
Total	19 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.



# Secondary Education Music — Piano Majors

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Music Theory I .....	MUS 1214
College Algebra .....	MAT 1313
*Piano for Music	
Majors I .....	MUA 1572
*Class Voice I .....	MUA 1711
Public Speaking .....	SPT 1113
Recital Class I .....	MUS 1911
Choir I .....	MUO 1212
Total	19 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Music Theory II .....	MUS 1224
History .....	3
*Piano for Music	
Majors II .....	MUA 1582
*Class Voice II .....	MUA 1721
General	
Psychology I .....	PSY 1513
Recital Class II .....	MUS 1921
Choir II .....	MUO 1222
Total	19 hrs.

## Second Year

### First Semester

Computer	
Concepts .....	CSC 1113
Literature .....	3
*Music Theory III .....	MUS 2214
*Piano for Music	
Majors III .....	MUA 2572
Choir III .....	MUO 2212
Lab Science .....	4
Recital Class III .....	MUS 2911
Total	19 hrs.

### Second Semester

Intro/Sociology .....	SOC 2113
Literature .....	3
*Music Theory IV .....	MUS 2224
*Piano for Music	
Majors IV .....	MUA 2582
Choir IV .....	MUO 2222
Lab Science .....	4
Recital Class IV .....	MUS 2921
Total	19 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# Secondary Education Music — Voice Majors

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Music Theory I .....	MUS 1214
College Algebra .....	MAT 1313
*Voice for Music Education	
Majors I .....	MUA 1772
*Class Piano I .....	MUA 1511
Choir I .....	MUO 1212
General	
Public Speaking .....	SPT 1113
Recital Class I .....	MUS 1911
Total	19 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
*Music Theory II .....	MUS 1224
History .....	3
*Voice for Music Education	
Majors II .....	MUA 1782
*Class Piano II .....	MUA 1521
Choir II .....	MUO 1222
Psychology I .....	PSY 1513
Recital Class II .....	MUS 1921
Total	19 hrs.

## Second Year

### First Semester

Computer	
Concepts .....	CSC 1113
Literature .....	3
*Music Theory III .....	MUS 2214
*Voice for Music Education	
Majors III .....	MUA 2772
*Class Piano III .....	MUA 2511
Choir III .....	MUO 2212
Lab Science .....	4
Recital Class III .....	MUS 2911
Total	20 hrs.

### Second Semester

Intro/Sociology .....	SOC 2113
Literature .....	3
*Music Theory IV .....	MUS 2224
*Voice for Music Education	
Majors IV .....	MUA 2782
*Class Piano IV .....	MUA 2521
Choir IV .....	MUO 2222
Lab Science .....	4
Recital Class IV .....	MUS 2921
Total	20 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the Praxis 1 (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



## Secondary Education Physical Education

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
History .....	3
College Algebra .....	MAT 1313
Intro. to Health, Physical Education, & Recreation .....	HPR 1313
General	
Psychology I .....	PSY 1513
P.E./Varsity Sports Activity .....	1
Total	16 hrs.

#### Second Semester

English	
Composition II .....	ENG 1123
Phy.Sci.Survey .....	4
Personal and Comm. Health I .....	HPR 1213
First Aid .....	HPR 2213
Public Speaking .....	SPT 1113
P.E./Varsity Sports Activity .....	1
Total	17 hrs.

### Second Year

#### First Semester

PE/Elementary	
School .....	HPR 1613
Gen. Biology I .....	BIO 1134
Intro/Sociology .....	SOC 2113
Recreational Leadership .....	HPR 2323
Computer	
Applications I .....	CSC 1123
P.E./Varsity Sports Activity .....	1
Total	17 hrs.

#### Second Semester

History	
Elective .....	3
*Elective .....	3
Gen. Biology II .....	BIO 1144
Fine Arts .....	3
*Social Science	
Elective .....	3
P.E./Varsity Sports Activity .....	1
Total	17 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

\*Select from Economics, Political Science, Sociology, or Geography. Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# Secondary Education Social Studies

## First Year

### First Semester

English  
Composition I ..... ENG 1113  
Western  
Civilization I ..... HIS 1113  
World Geography.....GEO 1113  
Introduction to  
Sociology ..... SOC2113  
College Algebra.....MAT 1313  
Physical Education ..... 1

Total ..... 16 hrs.

### Second Semester

English  
Composition II ..... ENG 1123  
Western  
Civilization II ..... HIS 1123  
Fine Arts ..... 3  
Physical Education..... 1  
Public Speaking ..... SPT 1113  
General  
Psychology ..... PSY 1513

Total ..... 16 hrs.

## Second Year

### First Semester

Literature ..... 3  
Phy Science w/Lab ..... 4  
American History I ..... HIS 2213  
Computer Literacy Elective.....3  
\*Elective ..... 3

Total ..... 16 hrs.

### Second Semester

Literature ..... 3  
Biological Science w/lab ..... 4  
American History II ..... HIS 2223  
American  
National Govt ..... PSC 1113  
\*Elective ..... 3

Total ..... 16 hrs.

\*Economics, Humanities, Political Science

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# Secondary Education Technology Teacher Education

## First Year

### First Semester

English	
Composition I .....	ENG 1113
Graphic	
Communications ....	GRA 1143
American	
Government .....	PSC 1113
College Algebra .....	MAT 1313
General	
Psychology I .....	PSY 1513
Total	15 hrs.

### Second Semester

English	
Composition II .....	ENG 1123
Technology	
Graphics .....	GRA 1153
Public Speaking .....	SPT 1113
Trigonometry .....	MAT 1323
Natural Science w/Lab	
or Higher Level Math .....	3
Total	15 hrs.

## Second Year

### First Semester

Fine Arts Elective .....	3
Basic Ind. Elec. &	
Electronics .....	IED 1813
General Physics I .....	PHY 2414
Principles of	
Economics I .....	ECO 2113
Wood	
Technology .....	IED 1213
Lit. or Calculus I .....	3
Total	19 hrs.

### Second Semester

Forging and Welding ....	IED 2323
Humanities Elective .....	3
General Physics II .....	PHY 2424
Computer	
Literacy Elective .....	3
Personal & Community	
Health .....	HPR 1213
Total	16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the **Praxis 1** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis 1 before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*



# ASSOCIATE DEGREE NURSING PROGRAM

## GRENADA & RIDGELAND

### GENERIC DAY TRACK

#### First Summer

Anatomy & Physiology I & II .....	BIO 1514, 1524
OR	
Human Anatomy & Physiology I & II .....	BIO 2514, 2524
Total	8 hrs.

#### First Year

##### First Semester

English	
Composition I .....	ENG 1113
Gen. Psychology I .....	PSY 1513
Nursing I .....	NUR 1119
Nutrition .....	BIO 1613/FCS 1253
Total	18 hrs.

##### Second Semester

Humanities OR	
Fine Arts Elective .....	3
Public Speaking .....	SPT 1113
Human Growth .....	EPY 2533
Nursing II .....	NUR 1229
Total	18 hrs.

#### Second Summer

\*Microbiology ..... BIO 2924

#### Second Year

##### First Semester

Pharmacology .....	NUR 2123
Nursing III .....	NUR 2119
Total	12 hrs.

##### Second Semester

Nursing IV .....	NUR 2239
Management of	
Nursing Care .....	NUR 2243
Total	12 hrs.

\*May substitute CHE 1114 - Intro to Chemistry

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College.



## GENERIC EVENING/WEEKEND TRACK

### First Year

#### Fall Semester

Anatomy & Physiology I & II ..... BIO 1514, 1524

OR

Human Anatomy & Physiology I & II ..... BIO 2514, 2524

Total 8 hrs.

#### Spring Semester

#### First Summer

#### English

Composition I ..... ENG 1113

\*Microbiology ..... BIO 2924

Gen. Psychology I ..... PSY 1513

Total 4 hrs.

Nursing I ..... NUR 1119

Nutrition ..... BIO 1613/FCS 1253

Total 18 hrs.

### Second Year

#### Fall Semester

#### Spring Semester

Humanities/Fine Arts Elec. .... 3

Nursing III ..... NUR 2119

Public Speaking ..... SPT 1113

Pharmacology ..... NUR 2123

Human Growth/Dev .... EPY 2533

Nursing II ..... NUR 1229

Total 18 hrs.

Total 12 hrs.

#### Second Summer (Optional)

#### Fall Semester

Nursing Externship..... NUR 1413

Nursing IV.....NUR 2239

Manage/Nursing Care..NUR 2243

Total 12 hrs.

\*May substitute CHE 1114 - Intro to Chemistry

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College.



Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi (or other state) Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi**. The ADN Program also provides for Advanced Placement of LPN's in this program.

## Associate Degree Program Options (Accelerated Programs for LPN)

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### Option One - 12 Month Program

Prerequisites: Students are required to have all academic core courses required in the two-year ADN curriculum. They are BIO 1514 & 1524 **OR** BIO 2514 & BIO 2524, BIO 2924 **OR** CHE 1114, ENG 1113, Humanities/ Fine Arts Elective, EPY 2533, PSY 1513, BIO 1613/FCS 1253, & SPT 1113 and evidence of 500 hours of work as an LPN on a hospital medical/ surgical unit.

#### Summer Term

Nursing Trans I .....	NUR 1315	Nursing Trans II .....	NUR 1326
Nursing Trans Lab .....	NUR 1311		
Total	6 hrs.	Total	6 hrs.

#### First Year

##### First Semester

Nursing III .....	NUR 2119
Pharmacology .....	NUR 2123
Total	12 hrs.

##### Second Semester

Nursing IV .....	NUR 2239
Management of Nursing Care .....	NUR 2243
Total	12 hrs.

Total Program - 66 hours



## Option Two - Four Semester Program

### First Summer

Anatomy & Physiology I & II ..... BIO 1514, 1524

OR

Human Anatomy & Physiology I & II ..... BIO 2514 & BIO 2524

### First Year

NursingTrans Lab ..... NUR 1311

Nursing I

Theory ..... NUR 1115

General

Psychology ..... PSY 1513

English

Composition I ..... ENG 1113

Nutrition ..... BIO 1613/FCS 1253

Total 15 hrs.

Nursing II

Theory ..... NUR 1226

Public Speaking ..... SPT 1113

Human Growth &

Development ..... EPY 2533

Humanities/

Fine Arts Elective ..... 3

Total 15 hrs.

### Second Summer

\*\*Microbiology ..... BIO 2924

### Second Year

#### First Semester

Nursing III ..... NUR 2119

Pharmacology ..... NUR 2123

Total 12 hrs.

#### Second Semester

Nursing IV ..... NUR 2239

Management of

Nursing Care ..... NUR 2243

Total 12 hrs.

Total Program - 66 hrs.

\*\*May substitute CHE 1114 - Intro to Chemistry



## **ASSOCIATE DEGREE NURSING MISSION STATEMENT**

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:

1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by commitment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and nontraditional students while promoting excellence in all areas of nursing.

## **ASSOCIATE DEGREE NURSING ADMISSION POLICY**

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accrediting Commission. The National League of Nursing Accrediting Commission can be contacted at 61 Broadway, New York City, New York, 1-800-669-1656 for specific program information.

Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses with at least a grade of 'C' before beginning nursing classes.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after.

The applicant must have an 18 or higher composite on the ACT with an 18 Reading subscore; a 17 Math subscore or have passed a 3-hour College Algebra or higher math course. For ACT scores before 10/28/89, please see the ACT Concordance Table under Academic Policies and Regulations in the HCC Bulletin. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or



equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify for them. Preference is still given, however, according to their position on the point system.

### **Weighted Scale ADN Admission Policy**

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system.

Selection is academically competitive based on the following categories: ACT, plus college hours and college GPA from a regionally accredited school.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their GPA.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants must also be CPR certified, and pass a criminal background check.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within a designated period of time indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree nursing student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

Those applicants with the highest scores will be accepted.

### **Progression Statement**

The very nature of the profession of nursing requires that one be able to master the theoretical as well as the clinical components of the curriculum. In view of the fact that individuals providing nursing care may ad-



versely affect the maintenance and quality of human life, the nursing faculty have established a progression policy. The progression policy is in each nursing syllabus and the nursing student handbook. A summary of the progression policy is as follows:

Students must successfully complete all required components as designated in each nursing course. The student may refer to each syllabus for details. Attendance at clinical is mandatory for progression. The faculty for each course will have a statement in each syllabus regarding attendance at clinical and at what point a student will be cut out due to clinical absences.

Students must make a "C" or better in all required nursing courses, science courses and nutrition. Nursing students must maintain an overall 2.0 GPA or above on all non-science, non-nursing courses, to remain in the prescribed curriculum. A student making a "D" or lower in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for re-admission to the Holmes Community College Associate Degree Nursing Program if they wish to return.

#### **Associate Degree Nursing Grading Scale**

A	93 - 100
B	85 - 92.99
C	80 - 84.99
D	69 - 79.99
F	68 & Below



# TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

## TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business & Office Technology:			
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Computer Information Systems Technology			
Computer Network Support Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X
Collision Repair Technology	X		
Conservation Law Enforcement Technology		X	
Electronics Technology		X	
Emergency Medical Technology/Basic	Attala Ed.	X	X
Emergency Medical Technology/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X	X	X
Construction Engineering Technology	X	X	X
Drafting & Design Technology	X	X	X
Geographical Information Systems		X	
Industrial Engineering Technology	X	X	X
Industrial Technology	X	X	X
Forest Technology		X	
Funeral Service Technology			X
Heating/Vent/AC/Refrig Technology	X		
Industrial Maintenance Mechanics			X
Machine Tool Technology		X	
Manufacturing Technology			X
Occupational Therapy Assistant			X
Paralegal Technology			X
Surgical Technology		X	

Work-Based Learning is available to students enrolled in career/ technical programs.



**TECHNOLOGY PREPARATION (Tech Prep):** The Tech Prep program of study combines a minimum of 2 years of secondary career technical education with a minimum of 2 years of postsecondary career technical education in an articulated, sequential course of study.

**Tech Prep:**

- Integrates academic and career/technical instruction
- Provides preparation for a career/technical field, including high skill, high wage, and high demand occupations
- Leads to technical skills proficiency, an industry-recognized credential, a certificate, or a degree in a specific career/technical field

A postsecondary education Tech Prep student is a student who has completed the secondary education component of a tech prep program of study and has enrolled in the postsecondary education component of a tech prep program of study.

This student may also be eligible for Tech Prep Articulated Credit (see Articulation for Career Technical Students).

### **ARTICULATION FOR CAREER-TECHNICAL STUDENTS**

Career/Technical students may receive college credit through statewide articulation agreements. To be eligible, students must complete the articulated secondary vocational program and score 80% or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study. To be awarded the credit, students must complete an application for articulated credit at Holmes; enroll at Holmes within 18 months of high school graduation; and successfully complete twelve (12) non-developmental career/technical or academic credit hours in the corresponding articulated postsecondary Career/Technical program of study. The hours will be transcribed only after successful completion of twelve non-developmental hours. No grades will be assigned for the courses, resulting in no change in quality points. There will be no costs assessed on hours earned through articulated credit. Students interested in pursuing articulated credit should contact the Tech Prep Coordinator at Holmes Community College at 662-472-9088.

**WORK-BASED LEARNING PROGRAM DESCRIPTION:** Work-Based Learning is a program that offers supervised work experience for Career/Technical majors. The curriculum blends academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training. Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester and summer session. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student advisor and the WBL Coordinator.



# Automotive Technology

## (Goodman Campus)

### First Year

#### First Semester

Basic Electrical/ Electronic Sys .....	ATT 1124
Safety & Employ Skill .	ATT 1811
Brakes .....	ATT 1213
Manual Drive Trans/Transaxles .....	ATT 1314
*English Comp I .....	ENG 1113
Total	15 hrs.

#### Second Semester

Engine Repair .....	ATT 1715
Advanced Electrical/ Electronic Sys .....	ATT 1134
Engine Performance I .....	ATT 1424
*College Algebra .....	**MAT 1313
Total	16 hrs.

### Second Year

#### First Semester

Steering&Suspension ..	ATT 2334
Heating/Air Cond. ....	ATT 2614
Engine Performance II ...	ATT 2434
*Humanities/Fine Arts .....	3
*Computer Literacy .....	3
Total	18 hrs.

#### Second Semester

Special Problems/ Auto Tech .....	ATT 2913
Auto Trans/Transaxels ..	ATT 2325
Engine Performance III .....	ATT 2444
*Public Speaking .....	SPT 1113
*Social/Behavior Science. ....	3
Total	18 hrs.

**PROGRAM DESCRIPTION:** **Automotive Technology** is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

\*Students seeking a certificate only are not required to take this course

\*\*MAT 1233 or BOT 1313 & Natural Science with lab may be substituted.



## Business & Office Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 66 to 72 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the integration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

Business & Office Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business & Office Technology curriculum. **Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate.**

**Office Systems Technology** provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

**Accounting Technology** prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance.

**Medical Office Technology** is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription coding, and computer software applications.

**Microcomputer Technology** provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.



## Business & Office Technology

### Accounting Technology

#### First Year

##### First Semester

###### Business

Accounting .....	BOT 1433
Microcomputer App .....	BOT 1133
Document Formatting & Production .....	BOT 1113
Applied Business Mathematics .....	BOT 1313
Mechanics of Communication .....	BOT 1713
Professional Development .....	BOT 1213
Total	18 hrs.

##### Second Semester

###### English

Composition I .....	ENG 1113
Word Processing .....	BOT 1143
Humanities/ Fine Arts Elective .....	3
Advanced Business Accting ...	BOT 1443
Electronic Spreadsheet .....	BOT 1813
Computerized Accounting .....	BOT 2413
Total	18 hrs.

#### Second Year

##### First Semester

###### Principles of

Accounting I .....	ACC 1213
Desktop Publishing	BOT 2133
*College Algebra .....	MAT 1313
Database Management .....	BOT 2323
Public Speaking .....	SPT 1113
Total	15 hrs. .

##### Second Semester

###### Integrated

Computer Applications .....	BOT 2833
Business Comm. ..	BOT 2813
Principles of Accounting II .....	ACC 1223
Payroll Accounting .....	BOT 2463
Economics I .....	ECO 2113
OR Social/Behavioral Science Elective .....	3
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

\*BOT 1313 & Natural Science with lab may be substituted.



# Business & Office Technology

## Medical Office Technology

### First Year

#### First Semester

Mechanics of Communication .....	BOT 1713
Business Accounting .....	BOT 1433
<b>OR</b> Prin of Acc. I ...	ACC 1213
Applied Business Math .....	BOT 1313
Document Formatting & Production .....	BOT 1113
Microcomputer Applications .....	BOT 1133
Medical Office Terminology I .....	BOT 1613
Total	18 hrs.

#### Second Semester

Word Processing .....	BOT 1143
Medical Office Concepts .....	BOT 2743
Medical Office Terminology II .....	BOT 1623
Records Management .....	BOT 1413
Computerized Accounting .....	BOT 2413
Keyboard Skillbuilding .....	BOT 1123
Total	18 hrs

### Second Year

#### First Semester

**Transcription Elec .....	3
Communication Technology .....	BOT 2823
ICD Coding .....	BOT 2653
*College Algebra .....	MAT 1313
Humanities/ Fine Arts Elective .....	3
English Comp. I .....	ENG 1113
Total	18 hrs.

#### Second Semester

**Transcription Elec .....	3
Social/Behavioral Science Elective .....	3
Public Speaking .....	SPT 1113
Bus Communication .....	BOT 2813
Medical Information Management .....	BOT 2753
CPT Coding .....	BOT 2643
Total	18 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

\*BOT 1313 & Natural Science with lab may be substituted.

\*\*Transcription Electives: BOT 1513, BOT 2523, BOT 2533



## Business & Office Technology

### Microcomputer Technology (Grenada Center & Ridgeland Campus)

#### First Year

##### First Semester

##### Business

Accounting ..... BOT 1433

**OR** Principles of

Accounting I ..... ACC 1213

##### Professional

Development ..... BOT 1213

##### Applied Business

Math ..... BOT 1313

##### Mechanics of

Communication ..... BOT 1713

##### Document Formatting &

Production ..... BOT 1113

##### Microcomputer

Applications ..... BOT 1133

**Total** 18 hrs.

##### Second Semester

##### Humanities/

Fine Arts Elective ..... 3

##### Word

Processing ..... BOT 1143

##### Keyboard

Skillbuilding ..... BOT 1123

##### English

Composition I ..... ENG 1113

##### Electronic

Spreadsheet ..... BOT 1813

##### Computerized

Accounting ..... BOT 2413

**Total** 18 hrs.

#### Second Year

##### First Semester

##### Communication

Technology ..... BOT 2823

Desktop Pub. BOT 2133

Public Speaking ..... SPT 1113

##### Database

Management ..... BOT 2323

##### \*College

Algebra ..... MAT 1313

##### Network

Fundamentals ..... CPT 2373

**OR** Windows XP

Install & Config ..... CNT 1634

**Total** 18 or 19 hrs

##### Second Semester

##### Social/Behavioral

Science Elective ..... 3

Integ.Comp.App ..... BOT 2833

##### Business

Communication ..... BOT 2813

##### Visual BASIC

Programming ..... CPT 1214

Comp Operations ..... CPT 1313

**OR** Operating

Platforms ..... CPT 1333

**Total** 16 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

\*BOT 1313 & Natural Science with lab may be substituted.



# Business & Office Technology

## Office Systems Technology

### First Year

#### First Semester

Business	
Accounting .....	BOT 1433
OR Principles of	
Accounting I .....	ACC 1213
Document Formatting &	
Production .....	BOT 1113
Microcomputer	
Applications .....	BOT 1133
Applied Business	
Math .....	BOT 1313
Mechanics of	
Communication .....	BOT 1713
Professional Dev .....	BOT 1213
Total	18 hrs.

#### Second Semester

Electronic	
Spreadsheet .....	BOT 1813
Keyboard	
Skillbuilding .....	BOT 1123
Word	
Processing .....	BOT 1143
English	
Composition I .....	ENG 1113
Records	
Management .....	BOT 1413
Computerized	
Accounting .....	BOT 2413
Total	18 hrs.

### Second Year

#### First Semester

Communication	
Technology .....	BOT 2823
Desktop	
Publishing .....	BOT 2133
Machine Transcription	BOT 1513
Public Speaking .....	SPT 1113
*College	
Algebra .....	MAT 1313
Database	
Management .....	BOT 2323
Total	18 hrs.

#### Second Semester

Business	
Communication .....	BOT 2813
Humanities/Fine Arts	
Elective .....	3
Administrative Office	
Procedures .....	BOT 2723
Integrated Computer	
Applications .....	BOT 2833
Social/Behavioral	
Science Elective .....	3
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

\*BOT 1313 & Natural Science with lab may be substituted.



# Computer Information Systems Technology Computer Network Support Technology (LAN) (Ridgeland Campus)

## First Year

### First Semester

English	
Composition I .....	ENG 1113
*Programming Elective .....	3 or 4
Microsoft Windows- Installing & Configuration .....	CNT 1634
Fundamentals of Data Communication .....	CNT 1414
Web Devel. Concepts ..	CNT 1513
Total	17/18 hrs.

### Second Semester

Social/Behavioral Science Elective .....	3
Operating Platforms .....	CPT 1333
Network Admin Using Microsoft Windows Serv .....	CNT 1624
Network Components .....	CNT 1524
Visual BASIC Prog. ....	CPT 1214
Total	18 hrs.

## Second Year

### First Semester

Humanities/ Fine Arts Elective .....	3
Adv Network Admin Using Microsoft Win .....	CNT 2644
College Algebra .....	MAT 1313
System Maintenance ...	CNT 2423
Network Planning and Design .....	CNT 2534
Total	17 hrs.

### Second Semester

Public Speaking .....	SPT 1113
**Career Development ..	CPT 2133
Network Administration Using Linux .....	CNT 1654
Network Implementation .....	CNT 2544
Network Security .....	CNT 2553
Total	17 hrs.

**Computer Network Support Technology (LAN)** is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

\* Programming electives should be chosen from the following list:

Database Design Fundamentals	CPT 1353
Java Programming Language	CPT 1414
Database Programming	CPT 2244
C ++Programming Language	CPT 2284
Advanced C Programming	CPT 2424
Advanced Visual BASIC Programming	CPT 2434
Scripting Programming Language	CPT 2444
SQL Programming	DBT 1113
PL/SQL Programming	DBT 1123
Database Architecture	DBT 1214

\*\*Prof.Dev -BOT 1213 or Bus. Comm -BOT 2813 may substitute



# Computer Information Systems Technology

## Computer Programming Technology (Grenada Center)

### First Year

#### First Semester

Professional Development .....	BOT 1213
<b>OR</b> Bus.Comm .....	BOT 2813
<b>OR</b> Career Dev .....	CPT 2133
Prin/Accounting I. ....	ACC 1213
<b>OR</b> Bus.Accounting .....	BOT 1433
English Comp I .....	ENG 1113
Visual BASIC Programming .....	CPT 1214
Prog.Dev.Concepts .....	CPT 1144
<b>Total</b>	<b>17 hrs.</b>

#### Second Semester

Database Design Fundamentals .....	CPT 1353
Humanities/ Fine Arts Elective .....	3
Advanced Visual BASIC Programming .....	CPT 2434
*College Algebra .....	MAT 1313
Web Development Concepts .....	CPT 1513
<b>Total</b>	<b>16 hrs.</b>

### Second Year

#### First Semester

***Elective .....	3
Network Fund .....	CPT 2373
Computerized Accounting .....	BOT 2413
Operating Platforms .....	CPT 1333
**Programming Language Elective .....	4
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

Public Speaking .....	SPT 1113
**Programming Language Elective .....	4
**Programming Language Elective .....	4
Systems Analysis & Design .....	CPT 2354
Social/Behavioral Elec. ....	3
<b>Total</b>	<b>18 hrs.</b>

**Computer Programming Technology** is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

\*MAT 1233 & Natural Science with lab may be substituted.

\*\*Programming Language Electives:

C++ Programming Language	CPT 2284
RPG Programming Language	CPT 1224
COBOL Programming Language	CPT 1234
Java Programming language	CPT 1414
Database Programming Language	CPT 2244
Advanced RPG Programming Language	CPT 2264
Advanced COBOL Programming Lang	CPT 2274

\*\*\*Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.



## Computer Information Systems Technology

### Software Engineering Technology (Ridgeland Campus)

#### First Year

##### First Semester

English	
Composition I .....	ENG 1113
Database Architect .....	DBT 1214
Microsoft Windows	
Installing & Con .....	CPT 1634
Java Program. ....	CPT 1414
Web Dev Concepts .....	CPT 1513
Total	18 hrs.

##### Second Semester

Social/Behavioral	
Science Elective .....	3
Operating	
Platforms .....	CPT 1333
Public Speaking .....	SPT 1113
Visual BASIC .....	CPT 1214
SQL Program .....	DBT 1113
Total	16 hrs.

#### Second Year

##### First Semester

System	
Maintenance .....	CNT 2423
Advanced	
Visual BASIC .....	CPT 2434
Humanities/Fine Arts .....	3
Business Accounting ...	BOT 1433
OR Prin of Acct I .....	ACC 1213
*PL/SQL Program .....	DBT 1123
Total	16hrs.

##### Second Semester

College Algebra .....	MAT 1313
Linux .....	CNT 1654
Career	
Development .....	CPT 2133
OR Prof.Dev. ....	BOT 1213
OR Bus.Comm .....	BOT 2813
*Script Program .....	CPT 2444
Database Program .....	CPT 2244
Total	18 hrs.

**Software Engineering Technology** is a two-year program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended.

\*Other programming classes may be substituted for these classes. Please see your advisor.



# Collision Repair Technology (Goodman Campus) First Year

## First Semester

Structural Analysis & Damage Repair I	ABT 1143
Non-Structural Analysis & Damage Repair I	ABT 1223
Refinishing I	ABT 1314
Mechanical & Electrical Components I	ABT 1443
*English Composition I	ENG 1113
<b>Total</b>	<b>16 hrs.</b>

## Second Semester

Structural Analysis & Damage Repair II	ABT 1153
Non-Structural Analysis & Damage Repair II	ABT 1233
Refinishing II	ABT 1323
Mechanical & Electrical Components II	ABT 1453
*College Algebra	**MAT 1313
<b>Total</b>	<b>15 hrs.</b>

## Second Year

### First Semester

Structural Analysis & Damage Repair III	ABT 2163
Non-Structural Analysis & Damage Repair III	ABT 2243
Refinishing III	ABT 2333
Special Problem in Collision Repair Tech	ABT 2913
*Social Behavior Science	3
Computer Literacy	3
<b>Total</b>	<b>16 hrs.</b>

### Second Semester

Structural Analysis & Damage Repair IV	ABT 2173
Non-Structural Analysis & Damage Repair IV	ABT 2253
Refinishing IV	ABT 2343
Supervised Work Experience/ Collision Repair	ABT 2923
*Public Speaking	SPT 1113
*Hum Fine Arts	3
<b>Total</b>	<b>18 hrs.</b>

\*AAS required courses

\*\*BOT 1313 or MAT 1233 & Natural Science with lab may be substituted

**PROGRAM DESCRIPTION:** **Collision Repair Technology** is an articulated certificate technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.



## Conservation Law Enforcement Technology (Grenada Center)

### First Year

#### First Semester

Prin/Biology I ..... BIO 1114  
**OR** \*Botany ..... BIO 1314  
 English  
   Composition I ..... ENG 1113  
 App. Dendrology ..... FOT 1714  
 Intro/Criminal Justice .. CRJ 1313  
 Forest Surveying ..... FOT 2124

Total                      18 hrs.

#### Second Semester

Forest  
   Protection ..... FOT 1314  
 Silviculture I ..... FOT 2614  
 Criminology ..... CRJ 1383  
 Social/Behavioral  
   Science Elective ..... 3  
 \*\*College Algebra ..... MAT 1313

Total                      17 hrs.

### Second Year

#### First Semester

Survey/Micro Apps ..... CPT 1323  
 Apps GIS/GPS ..... FOT 2214  
 Public Speaking ..... SPT 1113  
 Special Problems  
   Forest Tech ..... FOT 2913  
 Work-Based Learn ..... WBL 1913  
 Police & Community  
   Relations.....CRJ 1343  
   Total                      19 hrs.

#### Second Semester

Hum/Fine Arts ..... 3  
 Applied Soil  
   Conservation ..... AGT 1714  
 Law Enforce  
   & Juvenile..... CRJ 2513  
 Silviculture II..... FOT 2624  
 Criminal Invest I.....CRJ 2333  
   Total                      17 hrs.

## Conservation Law Enforcement Technology

\*For those students wishing to continue to MSU, BIO 1314, and BIO 2414 will be needed.

\*\*BOT 1313 or MAT 1233 & an additional natural science with lab may be substituted.

**PROGRAM DESCRIPTION:** Conservation Law Enforcement Technology is a two-year program of study that prepares the graduate for entry-level employment as a Conservation Law Enforcement Officer (game warden) in the state of Mississippi. The program blends technical courses in forestry and academic courses in criminal justice with other academic courses, including the core. The Associate of Applied Science degree is earned upon successful completion of the program.



# Electronics Technology

## (Grenada Center)

### First Year

#### First Semester

Digital Electronics .....	EET 1214
D.C. Circuits .....	EET 1114
College Algebra .....	MAT 1313
*Technical Elective .....	3
Computer Related Elective .....	3
<b>Total</b>	<b>17 hrs.</b>

#### Second Semester

Solid State Devices ....	EET 1334
A.C. Circuits .....	EET 1123
*Technical Elective .....	3
Motor Control Sys .....	ELT 1413
English Comp I .....	ENG 1113
<b>Total</b>	<b>16 hrs.</b>

### Second Year

#### First Semester

Linear Integrated Circuits .....	EET 2334
Humanities/ Fine Arts Elective .....	3
Prog Logic Cont .....	ELT 2613
Public Speaking .....	SPT 1113
*Technical Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

*Technical Electives .....	6
Social/Behavioral Science Elective .....	3
Microprocessors .....	EET 1324
Electronic Comm. ....	EET 2414
<b>Total</b>	<b>17 hrs.</b>

**PROGRAM DESCRIPTION: Electronic Technology** an instructional program that prepares individuals to support the electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design & development of corrective and preventative maintenance techniques; application of engineering data; and the preparation of reports and test results.

#### \*Approved Technical Electives:

CPT 1144, 1214, 1414, 2284, 2434  
 EET 2913  
 ELT 1213, 1123, 2623  
 ENT 1114, 1123, 1313, 1813, 2323  
 WBL 1913, 1923



# Emergency Medical Technology – Paramedic (Ridgeland & Grenada)

## First Year

### Second Semester

### First Semester

Prehospital Care .....	EMT 1122
Human A & P II .....	BIO 2524
Airway Mgmt. ....	EMT 1315
Patient Assest. ....	EMT 1415
Clinical Internship I ....	EMT 1513
Prehospital OB/GYN.	EMT 2412
<b>Total</b>	<b>21 hrs.</b>

Field Internship I .....	EMT 2552
Prehos Pharmacology	EMT 1613
Prehos Med Care .....	EMT 2855
Prehos Cardiology .....	EMT 1825
Clinical Internship II ....	EMT 1523
<b>Total</b>	<b>18 hrs.</b>

## Summer Semester

Prehos Pediatrics .....	EMT 2423
Field Internship II .....	EMT 2564
Team Management .....	EMT 2913
Special Considerations ....	EMT 1423
Prehos Trauma	EMT 2714
<b>Total</b>	<b>17 hrs.</b>

## Second Year

### First Semester

English Comp I .....	ENG 1113
Computer Literacy .....	3
Social/Behavioral Sci .....	3
Fine Arts/Humanities .....	3
Public Speaking .....	SPT 1113
<b>Total</b>	<b>15 hrs.</b>

Total hours for Emergency Medical Technology Program 71 hrs.



**PROGRAM DESCRIPTION: The Emergency Medical Technology – Paramedic (EMT-P)** is a post-secondary program drawing its students from EMT-Basics who hold current national registration and have successfully completed 4 credit hours of anatomy & physiology (BIO 2513 & BIO 2511 or equivalent).

This program is a minimum of three semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an Associate of Applied Science degree from the college and be able to sit for the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation and is accredited by the Commission of Accreditation of Emergency Medical Services Paramedic Committee (CoAEMSP). **Contact information for CoAEMSP is 1248 Harwood Rd, Bedford, TX 76021; Phone: 817-283-9403; Fax: 817-354-8519; [www.coaemsp.org](http://www.coaemsp.org).**



## EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY

1. Must meet HCC admissions requirements
2. Must have current national registration as an EMT-Basic
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of anatomy and physiology with lab from an accredited post-secondary school (A & P I- BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must be completed with a minimum overall average of 2.0
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check.. HCC will not handle the fee for the background check.)

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Holmes Community College also offers the EMT-Basic course. \*The admission requirement for EMT-Basic course are the following:

1. Must meet HCC admissions requirements
2. Must be at least 18 years old.
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent.
5. The applicant must have a minimum ACT score of 16 if taken on or after October 28, 1989, or 12 if taken prior to October 28, 1989.
6. Must hold a valid CPR certification (\*Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*



# **Engineering Technology**

## **Program Description**

The Engineering Technology Department offers seven areas of concentration. Each area (except the GIS One-Year Option) leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

## **Areas of Concentration**

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Geographical Information Systems Option

Industrial Engineering Technology

Industrial Technology



# Engineering Technology

## Architectural Engineering Technology

### First Year

#### First Semester

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Computational Methods .....	ENT 1123
Graphic Comm. ...	ENT 1114/GRA 1143
Principles of CAD .....	ENT 1313
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

**App.Tech.Elec. ....	3
**App.Tech.Elec. ....	3
Const.Materials .....	ENT 1213
Public Speaking .....	SPT 1113
Intermediate CAD .....	ENT 1323
Hum/Fine Arts Elective .....	3
<b>Total</b>	<b>18 hrs.</b>

### Second Year

#### First Semester

Architectural Design I .....	ENT 1613
*App.Rest.Elective .....	4
Advanced CAD .....	ENT 2343
Structural Drafting .....	ENT 2233
Social/Behavioral Science Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

Architectural Design II .....	ENT 2623
**Approved Technical Elective .....	3
Civil Drafting .....	ENT 2153
Cost Estimating .....	ENT 2243
*App.Rest.Elec .....	3
<b>Total</b>	<b>15 hrs.</b>

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

\*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

\*\*Approved Technical Electives: ENT 1133, ENT 1153, ENT 2254, ENT 2263, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



# Engineering Technology Construction Engineering Technology

## First Year

### First Semester

Computational Methods .....	ENT 1123
Graphic Comm. ...	ENT 1114/GRA 1143
Principles of CAD .....	ENT 1313
English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Total	16 hrs.

### Second Semester

Construction Materials .....	ENT 1213
Civil Drafting .....	ENT 2153
Intermediate CAD .....	ENT 1323
English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Public Speaking .....	SPT 1113
Total	18 hrs.

## Second Year

### First Semester

Architectural Design I .....	ENT 1613
Accounting I .....	ACC 1213
Lab Science .....	4
Hum/Fine Arts Elective .....	3
Social/Behavioral Science Elective .....	3
Total	16 hrs.

### Second Semester

Economics I .....	ECO 2113
Legal Environ/Bus .....	BAD 2413
*App.Tech.Elective .....	3
Lab Science .....	4
Cost Estimating .....	ENT 2243
Total	16 hrs.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

\*Approved Technical Electives: ENT 1153, ENT 2233, ENT 2254, ENT 2263, ENT 2323, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



# Engineering Technology Drafting & Design Technology

## First Year

### First Semester

English Comp. I ..... ENG 1113  
 College Algebra ..... MAT 1313  
 Graphic  
   Comm. ... ENT 1114/GRA 1143  
 Computational  
   Methods ..... ENT 1123  
 Principles of CAD ..... ENT 1313

Total                      16 hrs.

### Second Semester

Const. Materials ..... ENT 1213  
 \*Approved Restricted  
   Elective ..... 3  
 Intermediate CAD ..... ENT 1323  
 Quality Assurance ..... ENT 2263  
 Technology Graphics .. ENT 1133  
 Humanities/

Fine Arts Elective ..... 3  
 Total                      18 hrs.

## Second Year

### First Semester

Public Speaking ..... SPT 1113  
 Architectural Design I .. ENT 1613  
 \*\*App.Tech.Elective ..... 3  
 Advanced CAD ..... ENT 2343  
 Structural Drafting ..... ENT 2233  
   Total                      15 hrs

### Second Semester

\*\*App.Tech.Elective ..... 3  
 Social/Behavioral  
   Science Elective ..... 3  
 Civil Drafting ..... ENT 2153  
 Cost Estimating ..... ENT 2243  
 \*\*App.Tech.Elective ..... 3  
 \*\*App.Tech.Elective ..... 3  
   Total                      18 hrs.

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology.

\*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

\*\*Approved Technical Electives: ENT 1153, ENT 1223, ENT 1813, ENT 2254, ENT 2323, ENT 2364, ENT 2443, ENT 2623, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, IMM 1314, MFT 2113, MFT 2123,  
 WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



**Engineering Technology**  
**Geographical Information Systems Technology**  
**One-Year Program**  
**(Grenada Center)**

Elementary Surveying .....	ENT 1413
Database Construction & Maintenance .....	GIT 2113
Graphics Communication .....	ENT 1114
Fundamentals of Geographical Information Systems .....	GIT 2123
Principles of CAD .....	ENT 1313
<b>Total First Semester</b>	<b>16 hrs.</b>

Advanced Geographical Information Systems .....	GIT 2263
Intermediate CAD .....	ENT 1323
Mapping and Topography .....	ENT 2423
Remote Sensing .....	GIT 2273
Technical electives .....	6
<b>Total Second Semester</b>	<b>18 hrs.</b>

### Technical Electives:

Principles of Image Processing .....	GIT 2133
Advanced CAD .....	ENT 2343
Special Problem in Geographical Info Systems Tech .....	GIT 291(1-3)
Supervised Work Exp in Geographical Info Systems Tech ..	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 33 semester credit hours of required courses.



# Engineering Technology

## Industrial Engineering Technology

### First Year

#### First Semester

English Comp. I .....	ENG 1113
College Algebra .....	MAT 1313
Graphic	
Comm. ...	ENT 1114/GRA 1143
Comp Methods .....	ENT 1123
Principles of CAD .....	ENT 1313
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Tech Graphics .....	ENT 1133
Humanities/F.A. Elective .....	3
Public Speaking .....	SPT 1113
Intermediate CAD .....	ENT 1323
<b>Total</b>	<b>18 hrs.</b>

### Second Year

#### First Semester

Social/Behav.	
Science Elective .....	3
*App.Tech.Elective .....	3
*App.Tech Elective .....	3
Lab Science .....	4
Fine Arts Elective .....	3
<b>Total</b>	<b>16 hrs.</b>

#### Second Semester

Prin/Management .....	ENT 2443
Bus.Statistics .....	BAD 2323
*App.Tech.Elective .....	3
Quality Assurance .....	ENT 2263
Lab Science .....	4
<b>Total</b>	<b>16 hrs.</b>

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

\*Approved Technical Electives: ENT 1153, ENT 1813, ENT 2233, ENT 2243, ENT 2254, ENT 2323, ENT 2343, ENT 2364, ENT 2443, ENT 291(1-3), IMM 1314, MFT 2113, MFT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



# Engineering Technology Industrial Technology

## First Year

### First Semester

English Comp I .....	ENG 1113
College Algebra .....	MAT 1313
Comp Methods .....	ENT 1123
Graphic Comm. ...	ENT 1114/GRA 1143
Principles of CAD .....	ENT 1313

Total 16 hrs.

### Second Semester

English Comp. II .....	ENG 1123
Trigonometry .....	MAT 1323
Public Speaking .....	SPT 1113
Business Statistics ....	BAD 2323

*Approved Technical Elective .....	3
Tech Graphics .....	ENT 1133
Total	18 hrs.

## Second Year

### First Semester

Hist/Artcrafts ENT 2413/IED 2413	
OR Fine Arts Elec .....	3
Social/Behavioral Elec. ....	3
Lab Science .....	4
Basic Elec. & Electron .....	ENT 1813
Accounting I .....	ACC 1213
Total	16 hrs.

### Second Semester

Humanities Elective .....	3
Forging & Welding .....	ENT 2323
Principles/Management .....	ENT 2443
*App. Tech Elective .....	3
Lab Science .....	4
Total	16 hrs.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

\*Approved Technical Electives: ENT 1153, ENT 1223, ENT 1323, ENT 2254, ENT 2263, ENT 2364, ENT 2443, ENT 291(1-3), IMM 1314, MFT 2113, MFT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



## Forest Technology (Grenada Center)

### First Year

#### First Semester

Micro Applications ..... CPT 1323  
**OR** Oper.Sys ..... BOT 2143  
 English  
     Composition I ..... ENG 1113  
 App. Dendrology ..... FOT 1714  
 Intro/Forestry ..... FOT 1813  
 Forest Surveying ..... FOT 2124

**Total**                      **17 hrs.**

#### Second Semester

Forest  
     Measurements I ..... FOT 1114  
 Silviculture I ..... FOT 2614  
 Approved Elective ..... 3  
 Humanities/Fine Arts  
     Elective ..... 3  
 Botany ..... BIO 1314  
**OR** Natural Science Elective  
**Total**                      **18 hrs.**

### Second Year

#### First Semester

\*Technical Elective ..... 4  
 Timber Harvesting ..... FOT 2424  
 Public Speaking ..... SPT 1113  
 Social/Behavioral  
     Science Elective ..... 3  
 \*\*College Algebra ..... MAT 1313  
**Total**                      **17 hrs.**

#### Second Semester

\*Technical Electives ..... 9  
 Applied Soil  
     Conservation ..... AGT 1714  
**Total**                      **13 hrs.**

**PROGRAM DESCRIPTION:** **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

#### \*Approved Technical Electives:

Forest Measurements II ..... FOT 1124  
 Forest Protection ..... FOT 1314  
 Forest Products Utilization ..... FOT 1414  
 Silviculture II ..... FOT 2624  
 Work Based Learning ..... WBL 191(1-3) - 293(1-3)  
 Principles of Accounting I ..... ACC 1213  
 Special Problem in Forest Technology ..... FOT 291(1-3)  
 The Legal Environment of Business ..... BAD 2413  
 Applications of GIS/GPS in Forestry ..... FOT 2214  
 Internship for Specialization ..... FOT 292(1-6)

\*\* BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.



# Funeral Service Technology (Ridgeland Campus)

## First Year

### First Semester

English Composition I .....	ENG 1113
**College Algebra .....	MAT 1313
Mortuary Anatomy I .....	FST 1113
Embalming I .....	FST 1214
Funeral Directing .....	FST 1313
Computer Literacy .....	3
<b>Total</b>	<b>19 hrs.</b>

### Second Semester

Mortuary Anatomy II .....	FST 1123
Embalming II .....	FST 1224
Principles of Accounting I .....	ACC 1213
Restor Art/Color Cos...	FST 1523
Clinical I .....	FST 1231
<b>Total</b>	<b>14 hrs.</b>

## Second Year

### First Semester

Funeral Service Ethics & Law .....	FST 1413
Funeral Merch .....	FST 2323
Sociology .....	SOC 2113
<b>OR</b> Psychology ....	PSY 1513
Thanatochemistry .....	FST 2273
Clinical II .....	FST 1241
Microbiology .....	FST 2613
<b>Total</b>	<b>16 hrs.</b>

### Second Semester

Humanities/Fine Arts Elective .....	3
Psychol. Counsel/ Funeral Service .....	FST 2713
Pathology .....	FST 2623
*Comprehensive Rev ....	FST 2811
Public Speaking .....	SPT 1113
Legal Environ/Bus .....	BAD 2413
<b>Total</b>	<b>16 hrs.</b>

**Directed Elective:** Work Based Learning/Funeral ServiceTech WBL191(1-3)

\*Must be taken during the last semester of coursework.

\*\*BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

**All Funeral Service Technology students must take the National Board Examination (NBE) prior to graduation.**

**PROGRAM DESCRIPTION:** The **Funeral Service Technology Program** is a structured series of course experiences accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Ave. Suite U, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: [www.abfse.org](http://www.abfse.org). The two-year program leads to an Associate of Applied Science degree.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public health.



The central aim of the program is recognition of the importance of funeral service education personnel as:

- members of a human service profession,
- members of the community in which they serve,
- participants in the relationship between bereaved families and those engaged in the funeral service profession,
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice), as well as
- professionals sensitive to the responsibility for public health, safety, welfare in caring for human remains.

The objectives of the program are the following:

- to enlarge the background and knowledge of students about the funeral service profession,
- to educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession,
- to educate students concerning the responsibilities of the funeral service profession to the community at large,
- to emphasize high standards of ethical conduct,
- to provide a curriculum at the post-secondary level of instruction, and
- to encourage student and faculty research in the field of funeral service.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site ([www.abfse.org](http://www.abfse.org)).

## **Funeral Service Technology Promotion Policy**

1. Complete the prescribed set of courses for the Funeral Service Technology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST 2811 Comprehensive Review must be taken in the last semester of course work.
4. Each Funeral Service Technology course must be passed with a minimum average of 75 in order to complete the program and graduate.



# Heating, Ventilation, AC, & Refrig. Technology (Goodman Campus) First Year

First Semester	
Basic Compression ....	ACT 1125
Elec/Heat, Refrig, AC ...	ACT 1713
Tools & Piping .....	ACT 1133
***Restricted Technical	
Elective .....	1
*English Composition I .....	ENG 1113
Total	15 hrs.

Second Semester	
Refrig. Sys. Comp. ....	ACT 1313
Profess. Service Procedures .....	ACT 1813
Controls .....	ACT 1213
**College Algebra .....	MAT 1313
***Restricted Technical	
Elective .....	3
Total	15 hrs.

## Second Year

First Semester	
Air Conditioning I .....	ACT 2414
Heating Systems .....	ACT 2513
Heat Load & Air Properties .....	ACT 2624
***Restricted Technical	
Elective .....	1
*Hum/Fine Arts Elective.....	3
*Public Speaking .....	SPT 1113
Total	18 hrs.

Second Semester	
Air Conditioning II .....	ACT 2424
Commercial Refrigeration .....	ACT 2324
Refrigerant, Ret. & Reg. ....	ACT 2433
***Restricted Technical	
Elective .....	1
*Social/Behavioral Science Elective .....	3
Computer Literacy.....	3
Total	18 hrs.

\*Students seeking a certificate only are not required to take this academic course.

\*\* MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted.

### \*\*\*Restricted Technical Electives:

Special Projects in AC ..... ACT 2911-3

Supervised Work Exp in AC ACT 2921-6

Other Technical Electives w/Instructor Consent

Students who lack entry level skills in math and/or reading will be provided related studies. Related essential skills will be taught co-curricular.

**Heating and Air Conditioning Technology** is an articulated certificate/technical instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.



## Industrial Maintenance Mechanics (Ridgeland Campus)

### One-Year Certificate

#### Spring Semester

Indus. Elec. ....	IMM 1813
A C Circuits .....	EET 1123
IMM Math & Measure .	IMM 1122
Maintenance	
Welding & Metals .....	IMM 1734
Equipment Install .....	IMM 1515
Total	16 hrs.

#### Fall Semester

Hydraulics & Pneu .....	IMM 1314
Programmable	
Logic Controllers .....	ELT 2613
Motor Control Sys. ....	ELT 1413
Adv Elec/IMM Trades .	IMM 1823
DC Circuits .....	EET 1114
Total	17 hrs.

#### Summer Semester

Blueprint Reading .....	IMM 1132
Power Tool Applications.....	IMM 1224
Microcomputer Applications .....	BOT 1133
Total	9 hrs.

**Industrial Maintenance Mechanics** is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

Certificate programs in Industrial Maintenance Trades require a minimum of 33 semester hours credit.

Students who lack entry level skills in math and/or reading will be provided related studies. Related studies will be taught co-curricular.



# Machine Tool Technology

(Grenada Center)

## First Year

### First Semester

Precision Layout .....	MST 1613
Machine Tool Math .....	MST 1313
Blueprint Reading .....	MST 1413
Power Machinery I .....	MST 1114
***App. Technical Elec. ....	3
Total	16 hrs.

### Second Semester

Welding & Forging .....	ENT 2323
Power Machinery II .....	MST 1124
*Humanities/F.A. Elec .....	3
CNC Oper I .....	MST 2714
Prin. of CAD .....	ENT 1313
Total	17 hrs.

## Second Year

### First Semester

*College Algebra** .....	MAT 1313
*English Comp I .....	ENG 1113
Adv. Blueprint Read ....	MST 1423
Power Machinery III ...	MST 2135
Total .....	14 hrs.

### Second Semester

Power Machinery IV ...	MST 2144
CNC Operations II .....	MST 2724
*Public Speaking .....	SPT 1113
*Social/ Behavioral Science .....	3
***Approved Technical Elective .....	3
Total	17 hrs.

**Machine Tool Technology** is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

\*Students seeking a certificate only are not required to take this academic course.

\*\*MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.

\*\*\*Approved Technical Electives: ENT 1153, ENT 1323, ENT 2263, INT 1214, MST 2813, MST 2913, or WBL 191(1-3), WBL 192(1-3). WBL hours may not exceed 6 hours for graduation.



## Manufacturing Technology (Grenada Center)

### First Year

#### First Semester

DC Circuits .....	EET 1114
College Algebra .....	MAT 1313
Power Machinery I .....	MST 1114
Graphic Comm. ....	ENT 1114
Principles of CAD .....	ENT 1313
Total .....	18 hrs.

#### Second Semester

AC Circuits .....	EET 1123
Public Speaking .....	SPT 1113
Fluid Power .....	INT 1214
English Comp I .....	ENG 1113
Motor Control Sys .....	ELT 1413
Total .....	16 hrs.

### Second Year

#### First Semester

Comp Numerical .....	ENT 2364
Controls System .....	INT 2114
PLC .....	ELT 2613
Social/ Behavioral Science .....	3
Facility Planning .....	DDT 2273
Total .....	17 hrs.

#### Second Semester

Quality Assur .....	ENT 2263
Advanced PLC .....	ELT 2623
PHY 2244 or 2254 .....	4
Welding & Forging .....	ENT 2323
*Approved Tech Elective .....	3
Humanities/Fine Arts .....	3
Total .....	19 hrs.

**Manufacturing Technology** is a technical instructional program that prepares individuals to work in a variety of roles including, but not limited to, industrial maintenance and engineering support positions. Students receive instruction in maintaining and troubleshooting electrical, automation, and mechanical systems; instruction in continuous improvement methods including quality systems, facility layout, workstation design, and lean manufacturing techniques; and instruction in the operation of basic machine tool equipment, computer numerical controlled equipment, welding equipment, and metal fabrication.

Students must take a minimum of twelve semester hours of management and/or technical course work in the Manufacturing Technology curriculum from Holmes Community College.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Manufacturing Technology.

\*Approved Electives: ELT 1213, ENT 1123, ENT 1323, ENT 2443, MFT 291(1-3), MST 1124, MST 2813, ROT 1613, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)



# Occupational Therapy Assistant Technology (Ridgeland Campus)

Anatomy & Physiology I & II (BIO 1514/1524 or 2514/2524) are required prerequisites for the program

## First Year

### First Semester

Found/Occ. Therapy .....	OTA 1113
Path/Psychiatric .....	OTA 1213
**Medical Terminology .....	OTA 1121
Therapeutic Anatomy .....	OTA 1132
Group Process .....	OTA 1513
*College Algebra .....	MAT 1313
Occupational Therapy Skills I .....	OTA 1423
Total	18 hrs.

### Second Semester

Path/Physical Dis.....	OTA 1223
English Comp I .....	ENG 1113
Kinesiology .....	OTA 1314
Occupational Therapy Skills II .....	OTA 1433
Therapeutic Media .....	OTA 1413
Total	16 hrs.

## Summer Semester

Fieldwork IA .....	OTA 1913
Path/Orthopedic Conditions. ....	OTA 1242
Healthcare Systems .....	OTA 2812
Path/Developmental Conditions .....	OTA 1233
Public Speaking .....	SPT 1113
Total	13 hrs.

## Second Year

### First Semester

Fieldwork I .....	OTA 2935
Occupational Therapy Skills III .....	OTA 2443
Concepts/Occupational Therapy .....	OTA 2714
Occupation Therapy Transitions I .....	OTA 2961
Human Growth & Dev	EPY 2533
Total	16 hrs.

### Second Semester

Fieldwork Level IIA .....	OTA 2946
Fieldwork Level IIB ....	OTA 2956
Occ. Ther Trans II .....	OTA 2971
Hum/Fine Arts.....	3
Total	16 hrs.

\*MAT 1233 & a Natural Science with lab may be substituted.

\*\*May substitute a previous medical terminology course.

The Occupational Therapy Assistant curriculum is a two-year program of study that prepares an individual to work as a co-participant in the entire occupational therapy process, at the discretion of the supervising certified occupational therapist. The occupational therapy assistant administers intervention pertinent to creating and promoting healthy lifestyles, restoring a skill or ability that has been impaired, maintaining current level of function, modifying an activity to ensure success and addressing disability prevention.



The OTA program is five consecutive semesters designed to prepare the OTA student with entry level skills. A student must achieve a grade of 78 on current semester OTA courses before advancing to the next semester. Students are provided with Level I and II fieldwork experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experiences. Graduates of the OTA program are awarded an Associate of Applied Science Degree.

### **Program Accreditation Status**

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Correspondence to ACOTE:

The American Occupational Therapy Association,  
4720 Montgomery Lane  
P.O. Box 31220  
Bethesda, MD 20824-1120

Telephone/Fax:

(301) 652-AOTA  
(301) 652-7711 (FAX)

Internet:

Website: [www.aota.org](http://www.aota.org)

### **Professional Certification**

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant. This examination is administered by the National Board of Certification of Occupational Therapy (NBCOT).

Correspondence to NBCOT:

National Board for Certification in Occupational Therapy, Inc.  
12 South Summit Avenue, Suite 100  
Gaithersburg, MD 20877-4150

Telephone/Fax:

301-990-7979

Internet:

Website: [www.nbcot.org](http://www.nbcot.org)

### **REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT**

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions. The student's cumulative quality point average will be at least a 2.0 on all credits applied toward the degree.



## OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must adequately complete an application packet and submit all information requested. This will include but is not limited to a Holmes Community College application, an Occupational Therapy Assistant Program application, high school transcript or GED scores, and all college transcripts. For application purposes, students may submit student copies of transcripts; however upon final admission into the OTA Program the student will be required to submit **OFFICIAL** college transcripts to the Office of Admissions & Records.
2. All applicants will be required to submit an official ACT composite score. This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. As part of the application process, the applicant must submit a college transcript or transcripts documenting completion of both Anatomy & Physiology I & II (BIO 1514/1524 or BIO 2514/2524) with a grade of C or higher.
4. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
  - a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
  - b. Volunteer hours must be performed in at least two different occupational therapy settings.
5. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
6. After acceptance in the program, OTA students must provide documentation of the following: complete physical exam, TB skin test record, initiation of Hepatitis B vaccination series or declination form, drug screen. Students must also pass a criminal background check. Students are responsible for fees associated with these requirements.
7. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.



## Paralegal Technology (Ridgeland Campus)

### First Year

#### First Semester

Intro to Law .....	LET 1113
Document Formatting & Production .....	BOT 1113
Family Law .....	LET 1513
Micro Applications .....	BOT 1133
OR .....	CPT 1323
OR .....	CSC 1123
Wills & Estates .....	LET 1523
Mechanics/Commun .....	BOT 1713
Total	18 hrs.

#### Second Semester

English Comp I .....	ENG 1113
Legal Env/Business ....	BAD 2413
Bus Comm .....	BOT 2813
OR .....	BAD 2813
Legal Research.....	LET 1213
Torts .....	LET 2323
Bankruptcy .....	LET 2523
Total	18 hrs.

### Second Year

#### First Semester

Law Office Management .....	LET 2633
Real Property I .....	LET 2453
*College Algebra .....	MAT 1313
Civil Litigation I .....	LET 2313
Social/Behav Sci Elective .....	3
**Approved Elective .....	3
Total	18 hrs.

#### Second Semester

Public Speaking.....	SPT 1113
Humanities/Fine Arts .....	3
Criminal Justice Elective .....	3
Real Property II .....	LET 2463
Civil Litigation II .....	LET 2333
Legal Writing .....	LET 1713
Total	18 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Secondary Business & Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

\* MAT1233 or BOT 1313 & Natural Science w/ lab may be substituted.

\*\*Internship/Paralegal (LET 2923), or Special Problem/Paralegal (LET 2913), or other instructor-approved related technical or academic course. **Paralegal Technology** is designed to prepare a person for entry-level employment as a legal assistant/paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of the program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.



# Surgical Technology (Grenada Center)

## Option One - 12 Month Program First Year

### First Semester

Fund/Surgical Tech .....	SUT 1113
Prin. of Surgical Techniques .....	SUT 1216
Surgical Anatomy .....	SUT 1314
Surgical Microbiology .....	SUT 1413
English Composition I .....	ENG 1113
Total	19 hrs.

### Second Semester

Basic & Related Surgical Procedures .....	SUT 1518
Specialized Surgical Procedures .....	SUT 1528
Total	16 hrs.

### Summer Term

Advanced Surgical Procedures .....	SUT 1538
Total	8 hrs.

## Option Two - 24 Month Program Second Year

### First Semester

Public Speaking .....	SPT 1113
Microbiology .....	BIO 2924
*College Algebra .....	MAT 1313
Human Anatomy & Physiology I .....	BIO 2514
**Approved Elective .....	3
Total	17 hrs.

### Second Semester

Humanities/Fine Arts Elective .....	3
Social/Behavioral Science .....	3
**Approved Electives .....	6
Human Anatomy & Physiology II .....	BIO 2524
Total	16 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

\*\*Approved Electives: BIO 1134, BIO 1144, BOT 1613, BOT 1623, CHE 1213 with CHE 1211, EPY 2513, EPY 2523, EPY 2533, FCS 1253, HPR 1213, HPR 2213, SOC 2113, SOC 2143

\*MAT 1233 or BOT 1313 & a Natural Science may be substituted.



**Surgical Technology** is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the LCC-ST, to take the Surgical Technologist Certifying Examination to become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

### **SURGICAL TECHNOLOGY ADMISSION POLICY**

The Holmes Community College surgical technology program accepts one class each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a candidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
  1. Completed application for HCC
  2. Completed Surgical Technology application
  3. ACT score
  4. Transcripts from **ALL** colleges previously attended
  5. High school transcript or GED score



6. Tests scores and records will be reviewed. An admissions committee selects students in the surgical technology program from qualified applicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation utilizing a standardized evaluation form.

7. After notification of acceptance, the student will be required to submit the following:

1. A standardized physical exam form proving current physical health.
2. Proof of current immunizations.
3. CPR-C / Healthcare provider certification.

NOTE! This program is taught only at the Grenada Center.

**Admission requirements for all students must be met within 4 weeks of the end of registration.**



## CAREER EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

A certificate is awarded upon successful completion of vocational courses.

### CAREER EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing	X	X	X

\*Affiliated with several area Hospitals



# Cosmetology

(Goodman Campus)

## One Year Certificate

### First Semester

Cosmetology Orientation .....	COV 1122
Cosmetology Sciences I .....	COV 1245
Hair Care I .....	COV 1426
Skin Care I .....	COV 1622
Nail Care I .....	COV 1522
Total	17 hrs.

### Second Semester

Cosmetology Sciences II .....	COV 1255
Salon Business I .....	COV 1722
Hair Care II .....	COV 1436
Skin Care II .....	COV 1632
Nail Care II .....	COV 1532
Total	17 hrs.

### Third Semester — Summer

Cosmetology Sciences III .....	COV 1263
Hair Care III .....	COV 1443
Skin Care III .....	COV 1642
Nail Care III .....	COV 1542
Salon Business II .....	COV 1732
Total	12 hrs.

\*Students who lack entry level skills in math and/or reading will be provided related studies. Related essential skills will be taught co-curricular.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate which entitles that person to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.



# Practical Nursing

## Suggested Course Sequence\*

### Baseline Competencies for Practical Nursing\*\*

First Year		Second Semester
First Semester		
		Medical/Surgical
Body Structure & Function ..... PNV 1213		Nursing ..... PNV 1614
		Medical/Surgical
**Fundamentals of Nursing ..... PNV 1426		Lab and Clinical ....PNV 1622
**Fundamentals of Nursing Lab ..... PNV 1436		Alterations in Adult Health .....PNV 1634
Total ..... 15 hrs.		Alterations in Adult Health Clinical .....PNV 1642
		IV Therapy..... PNV 1524
		Total 16 hrs.

### Summer Term

Maternal-Child Nursing ..... PNV 1715
Nursing Transition ..... PNV 1914
Psychiatric Concepts .PNV 1813
Total 12 hrs.

**PROGRAM DESCRIPTION:** The **Practical Nursing Program** prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN(NCLEX).

\*Students who lack entry level skills in math, English, science, etc. may be provided related studies.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Board for Community & Junior Colleges. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.



## Practical Nursing

### \*Area Hospitals/Sites

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to nursing care of clients across the life-span, nursing care of selected clients, and body structure and function. The remaining semester of training provide instruction and clinical experience for clients experiencing an alteration in health, the pediatric client, the maternal/newborn client, and the psychiatric client. Intensive preparation for the State Board Examination and transitioning from student to employee is provided in the third semester. A certificate is awarded upon completion of the course.

\*Ridgeland, Grenada, Goodman

## PRACTICAL NURSING ADMISSION POLICY

*Admission requirements to be met before a student is considered for selection are (1 - 3 below):*

1. The applicant shall be at least **18 years** of age by October 1 of the program year.
2. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
3. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
4. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a criminal background check, and a drug screening prior to entering the program..

*The applications for the Practical Nursing Program will be available online at [www.holmescc.edu](http://www.holmescc.edu) on January 15 for the next program year.*

**LPN Preparation:** *For those students who fail to be admitted or who wish to enhance their chances of being admitted, the following sample year curriculum as a General College Studies major shows those classes (marked with \*asterick) which offer points in the Practical Nursing selection process if completed with a grade of C or higher..*

### First Semester

*English Comp I .....	ENG 1113
College Algebra .....	MAT 1313
*Human A & P I .....	BIO 2514
Medical Term.....	BOT 1613
Improve/Study .....	LLS 1413
Total	16 hrs.

### Second Semester

English Comp II .....	ENG 1123
*Nutrition .....	BIO 1613
*Human A & P II .....	BIO 2524
*Human Growth .....	EPY 2533
Public Speaking .....	SPT 1113
Total	16 hrs.



## Welding and Cutting Technology One-Year Certificate

(Goodman Campus)

### First Semester

Shielded Metal Arc Welding I .....	WLVS 1116
Gas Metal Arc Welding .....	WLVS 1124
Drawing & Welding Symbol Interpretation .....	WLVS 1232
Cutting Processes .....	WLVS 1314
Gas Metal Arc Alum ..	WLVS 1162
<b>Total</b>	<b>18 hrs.</b>

### Second Semester

Welding Inspection & Testing Principles ...	WLVS 1171
Gas Tungsten Arc Welding .....	WLVS 1136
Flux Cored Arc Welding .....	WLVS 1143
Shielded Metal Arc Welding II .....	WLVS 1226
Special Problem Welding .....	WLVS 1912
<b>Total</b>	<b>18 hrs.</b>

Students who lack entry level skills in math and/or reading will be provided related studies. Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**PROGRAM DESCRIPTION:** The **Welding and Cutting Technology** curriculum is designed to prepare the student for entry level employment in the field of welding and cutting.

### Optional:

Work-Based Learning ..... WLB 191(1-3), 192(1-3)



# ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

## ACCOUNTING

### **ACC 1213 — Principles of Accounting I.**

A study of the accounting principles and procedures employed by proprietorships and partnerships in the preparation of financial statements, and the uses of accounting data. Includes the accounting cycle and systems for service and merchandising business. Three lectures. Three hours credit.

### **ACC 1223 — Principles of Accounting II (Prerequisite: ACC 1213).**

A study of accounting principles and procedures for corporations, manufacturing concerns, and consolidations, as well as analysis used in decision making. Three lectures. Three hours credit.

## ART

### **ART 1113 — Art Appreciation.**

A simple approach to the understanding of the visual arts on a conceptual basis. Three lectures. Three hours credit.

### **ART 1313 — Drawing I.**

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation, and synthesis of these components to create an organized visual expression. Six lab hours. Three hours credit.

### **ART 1323 — Drawing II (Prerequisite: ART 1313).**

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, and creative expression. Required for art majors. Six lab hours. Three hours credit.

### **ART 1433 — Design I.**

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Six lab hours. Three hours credit.



**ART 1443 — Design II.**

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Six lab hours. Three hours credit.

**ART 1453 — Three Dimensional Design.**

To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in various media. Six lab hours. Three hours credit.

**ART 1913 — Art for Elementary Teachers.**

Development of essential concepts of children's art education in compliance with the *National Standards for Arts Education*. Three lectures. Three hours credit.

**ART 2513 — Painting I.**

Techniques used in painting media in a variety of subject matter. Six lab hours. Three hours credit.

**ART 2523 — Painting II.**

Advanced problems in painting media. Six lab hours. Three hours credit.

**ART 2613 — Ceramics I.**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six lab hours. Three hours credit.

**ART 2713 — Art History I.**

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three lectures. Three hours credit.

**ART 2723 — Art History II.**

A survey of historical background of art forms from Renaissance to present with special emphasis on contemporary expressions. Three lectures. Three hours credit.



# **BUSINESS ADMINISTRATION**

## **BAD 1113 - Introduction to Business.**

A study of business opportunities in the United States. Students will explore opportunities in the public sector, as well as the private sector, including retail, transportation, manufacturing, restaurant, agricultural, marketing, management, hotel, and health care. Business organization, management, marketing law, accounting, and other related topics will be applied to introduce students to courses of study that follow. Three lectures. Three hours credit.

## **BAD 2323 — Business Statistics. (Prerequisite: MAT 1313).**

Methods of describing numerical data; probability; sampling; random variables; introduction to estimation, and hypothesis testing. Three lectures. Three hours credit.

## **BAD 2413 — The Legal Environment of Business.**

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and factors influencing business with emphasis on business contracts. Three lectures. Three hours credit.

## **BAD 2513 — Principles of Management (This is considered an upper level course at some universities and may not transfer).**

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

## **BAD 2533 — Business Management and Microcomputers (Prerequisite: Keyboarding skills).**

An introduction to microcomputers and the software packages used in business including word processing, spreadsheets, database management, computerized accounting, and electronic communication. Two lectures. Two hours lab. Three hours credit.



**BAD 2713 — Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

**BAD 2723 — Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**BAD 2733 — Real Estate Finance.**

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

**BAD 2744 — Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

**BAD 2813 — Business Communications (Prerequisite: ENG 1113).**

A written and oral application-oriented communication course with an emphasis on developing and writing business correspondence, reports, and oral briefings from a managerial approach. Three lectures. Three credit hours.

**BAD 2843 — Industrial Safety.**

A comprehensive study of ASHA regulations for industrial site safety and implementation methods for compliance. Three lectures. Three credit hours.

**BAD 2853 — Business Ethics.**

This course is an philosophical exploration of the ethical problems faced in business and how to recognize, analyze, and implement ethical solutions within the multi-valued contexts of the various fields of today's business environment. Three lectures. Three credit hours.



# BIOLOGY

## **BIO 1114 — Principles of Biology I.**

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: the nature and history of scientific thought, the scientific method, basic biological chemistry, cellular structure, cellular processes, cell division, and transmission genetics. This course is designed for non science-related majors, and **DOES NOT SATISFY** the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

## **BIO 1124 — Principles of Biology II.**

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: a survey of kinds of organisms, human biology, ecology, and discussions of issues pertinent to human health and environmental issues. This course is designed for non science-related majors, and **DOES NOT SATISFY** the prerequisite for more advanced science courses. Three lectures. Two hours laboratory. Four hours credit.

## **BIO 1134 — General Biology I for Majors (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course for science majors. The topics covered include cell chemistry, cell structure, energy transformation, enzymes, energy pathways, cell reproduction, embryology, genetics, DNA structure and function, and gene regulation and engineering. Three lectures. Two hours laboratory. Four hours credit.

## **BIO 1144 — General Biology II for Majors (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture laboratory course for majors. This course is an introduction to the diversity of life starting with evolution and leading to the major the kingdom systems. Emphasis is placed on the concepts of evolution, schemes of classification, and descriptions of the ecology, anatomy and physiology of major taxa with an emphasis on plants and animals. The lab reinforces the principles introduced in the lecture. Three lectures. Two hours laboratory. Four hours credit.

## **BIO 1314 — Botany I (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.



**BIO 1613 — Nutrition (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three hours credit.

**BIO 2414 — Zoology I (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises to reinforce the principles introduced in lecture class. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2424 — Zoology II (Prerequisite: BIO 2414).**

A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2514 — Human Anatomy and Physiology I (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2524 — Human Anatomy and Physiology II (Prerequisite: BIO 2514).**

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2924 — Microbiology (Prerequisite: BIO 1134 or higher).**

A combined lecture and laboratory course providing a survey of the microbes with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Three lectures. Two hours laboratory. Four hours credit.



# **BUSINESS & OFFICE ADMINISTRATION**

## **BOA 1413 — Keyboarding.**

This course will develop basic keyboarding skills using the touch method and introduce document production techniques using word processing functions. Three lectures. Three hours credit.

## **BOA 2533 — Word Processing I.**

This course studies the development of today's modern office through the use of automated equipment and trained personnel. Emphasis is placed on the organizations of word processing from input through distribution, equipment available, and role of participants in word processing systems. Three lectures. Three hours credit.

## **BOA 2553— Desktop Publishing.**

This course covers the writing, assembling, and design of publications in a business or editorial office by the use of microcomputers. The course includes an introduction to traditional publishing terminology, completion of training software, and the production of various business documents and publications. Three lectures. Three hours credit.

# **CHEMISTRY**

## **CHE 1114 — Chemistry Survey (Prerequisite: MAT 0123 or higher or placement score for MAT 1233 or higher).**

A combined lecture and laboratory introductory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

## **CHE 1211 — General Chemistry Laboratory I (Co/Prerequisite: CHE 1213).**

Must be taken concurrently in phase with the lecture sequence. Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

## **CHE 1213 — General Chemistry I (Corequisite: MAT 1313 or appropriate placement in a higher level math course).**

A course covering the fundamental concepts of college chemistry. Topics include: atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, periodical and atomic properties, stoichiometry, the mole concept, bonding, and gases. Three lectures. Three hours credit.



**CHE 1221 — General Chemistry Laboratory II (Prerequisite: CHE 1211 & 1213).**

A continuation of CHE 1211. Must be taken with the lecture sequence or after finishing the lecture sequence. Three hours laboratory. One hour credit.

**CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).**

A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, thermodynamics, kinetics, equilibria, and electrochemistry. Three lectures. Three hours credit.

**CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223).**

A combined lecture and laboratory course that covers carbon chemistry, bonding structure, and behavior; aliphatic compounds; stereochemistry and reaction mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Three lectures. Three hours laboratory. Four hours credit.

**CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).**

A continuation of CHE 2424. A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, reaction mechanisms, and nomenclature. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Three lectures. Three hours laboratory. Four hours credit.

## **COMPUTER SCIENCE**

**CSC 1113 — Computer Concepts (Prerequisite: Minimum typing skill of 20 wpm & MAT 0123 or higher or placement score for MAT 1233 or higher).**

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three lectures. One hour laboratory. Three hours credit.

**CSC 1123 — Computer Applications I.**

**(Prerequisite: Minimum typing skills of 20 wpm & MAT 0123 or higher or placement score for MAT 1233 or higher).**

This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.



**CSC 1613 — Computer Programming I (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher).**  
Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three lectures. Three hours credit.

**CSC 2623 — Computer Programming II (Prerequisite: CSC 1613).**  
Continuation of the object-oriented language from CSC 1613 and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Three lectures. Three hours credit.

## **CRIMINAL JUSTICE**

### **CRJ 1313 — Introduction to Criminal Justice.**

History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

### **CRJ 1323 – Police Administration & Organization I.**

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

### **CRJ 1333 – Police Administration & Organization II.**

Study of line activities of law enforcement agencies with emphasis on patrol functions and prevention of crime; includes traffic investigations, juvenile, vice and other specialized units. Three lectures. Three hours credit.

### **CRJ 1343 – Police & Community Relations.**

Current issues between police and community. Role and influence of officer in community relations, tensions and conflict and the problem areas of race and juveniles. Three lectures. Three hours credit.

### **CRJ 1363 – Introduction to Corrections.**

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.

### **CRJ 1383 – Criminology.**

The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.



### **CRJ 2213 – Traffic Law.**

An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three lectures. Three hours credit.

### **CRJ 2313 – Police Operations.**

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

### **CRJ 2323 – Criminal Law-Evidence.**

Criminal evidence for the law enforcement officer furnishing a practical insight into the rules of evidence; kinds of degrees; and considerations governing the admissibility of evidence in court. Three lectures. Three hours credit.

### **CRJ 2333 – Criminal Investigation I.**

Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. Three lectures. Three hours credit.

### **CRJ 2393 – Survey of Criminalistics.**

The study of scientific crime detection methods; modus operandi, crime scene search, preservation of evidence, research projects and class participation required. Three lectures. Three hours credit.

### **CRJ 2513 – Law Enforcement & the Juvenile.**

The role of police in juvenile delinquency and control. Organization functions, and jurisdiction of juvenile agencies. Processing, detention and disposition of cases. Statutes and court procedures applied to juveniles. Three lectures. Three hours credit.

## **ECONOMICS**

### **ECO 2113 — Principles of (Macro) Economics. (Prerequisite: MAT 1203 or placement test score of MAT 1233 or higher).**

An introduction to Macroeconomics. Topics to be covered include enterprise principles, institutions, policies, monetary system, national income, employment, output, inflation, income theory, and measurement. Three lectures. Three hours credit.

### **ECO 2123 — Principles of (Micro) Economics. (Prerequisite: MAT 1203 or placement test score of MAT 1233 or higher).**

An introduction to Microeconomics. Topics covered include supply and demand pricing and output, income distribution, factor pricing, and international trade. Three lectures. Three hours credit.



## ENGINEERING

**EGR 2413 — Engineering Mechanics I (Statics) (Prerequisite: PHY 2514).**  
Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

## ENGLISH

**ENG 0113 — Beginning English .**

Designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Three lectures. Three hours institutional credit. (Not designed to transfer).

**ENG 0123 — Intermediate English (Prerequisite: ENG 0113 with C or appropriate placement score).**

Designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. Three lectures. Three hours institutional credit. (Not designed to transfer).

**ENG 1113 — English Composition I (prerequisite: ENG 0123 with C or appropriate placement score).**

Designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. Three lectures. Three hours credit.

**ENG 1123 — English Composition II (Prerequisite: ENG 1113).**

A continuation of ENG 1113 with emphasis on research and composition. Readings, essays, and a research paper are required. Three lectures. Three hours credit.

**ENG 2133 — Creative Writing I (Prerequisite: ENG 1113).**

Involves writing poetry, short fiction, creative nonfiction, and drama. Three lectures. Three hours credit.

**ENG 2143 — Creative Writing II (Prerequisite: ENG 2133).**

A continuation of writing poetry, short fiction, creative nonfiction, and drama. Three lectures. Three hours credit.

**ENG 2223 — American Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three lectures. Three hours credit.



**ENG 2233 — American Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys representative prose and poetry of the United States from Civil War to the present. Three lectures. Three hours credit.

**ENG 2323 — British Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three lectures. Three hours credit.

**ENG 2333 — British Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys British Literature from the Romantic Period through the Twentieth Century. Three lectures. Three hours credit.

**ENG 2423 — World Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys literature from the ancient world through the Renaissance. Three lectures. Three hours credit.

**ENG 2433 — World Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).**

Surveys literature from the Neoclassical Period through the Twentieth Century. Three lectures. Three hours credit.

## **EDUCATIONAL PSYCHOLOGY**

**EPY 2513 — Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

**EPY 2523 — Adolescent Psychology (Human Growth and Development II).**

A study of the individual during the adolescent years. Three lectures. Three hours credit.

**EPY 2533 — Human Growth and Development.**

This course is designed to study the human organism as it is affected by growth and development from conception to death; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to health professionals and others who work with people. Three lectures. Three hours credit.



## **FAMILY AND CONSUMER SERVICE**

**FCS 1253 — Nutrition in Health Care** (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three hours credit.

## **GEOGRAPHY**

**GEO 1113 — World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world. Emphasis upon the interrelationship of various nation-states, physical and cultural diversity, and economic, political, strategic, and environmental issues. Three lectures. Three hours credit.

## **GRAPHICS AND DRAWING**

**GRA 1143 — Graphic Communication** (Corequisite: MAT 1233).

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, and cams. Two lectures. Four hours laboratory. Three hours credit.

**GRA 1153 — Technology Graphics** (Prerequisite: GRA 1143).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

## **HISTORY**

**HIS 1113 — Western Civilization I.**

This course is a survey of European civilization from prehistory through A.D. 1648. Emphasis is placed upon the cultural, diplomatic, economic, political, and social evolution of Western society. Three lectures. Three hours credit.



### **HIS 1123 — Western Civilization II.**

This course is a survey of European civilization from A.D. 1648 to the present. Emphasis is placed upon the cultural, diplomatic, economic, political, and social evolution of Western society. Three lectures. Three hours credit.

### **HIS 1163 — World History I.**

A comparative survey of various world civilizations from prehistory through A.D. 1500, with emphasis on cultural, diplomatic, economic, political, and social developments. Three lectures. Three hours credit.

### **HIS 1173 — World History II.**

A comparative survey of various world civilizations from A.D. 1500 to the present, with emphasis on cultural, diplomatic, economic, political, and social developments. Three lectures. Three hours credit.

### **HIS 2213 — American (U.S.) History I.**

This course is a survey of U.S. History from the period of discovery and exploration through Reconstruction. Emphasis is placed on the cultural, diplomatic, economic, political, and social evolution of the United States. Three lectures. Three hours credit.

### **HIS 2223 — American (U.S.) History II.**

This course is a survey of U.S. History from Reconstruction to the present. Emphasis is placed on the cultural, diplomatic, economic, political, and social evolution of the United States from 1877 to the present. Three lectures. Three hours credit.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

### **HPR 1111, 1121, 2111, 2121 — General PE Activities I, II, III, IV.**

This course is designed to give students a modern concept of physical education and recreations by developing body skills. Credit for this activity will be given to Cheerleaders and Dazzlers. Four practice sessions. One hour credit.

### **HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.**

Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (4), golf (4), or soccer (4). Open by invitation of instructor. Four practice sessions. One hour credit.

### **HPR 1213 — Personal and Community Health I.**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.



**HPR 1313 — Introduction to Health, Physical Education and Recreation.**

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

**HPR 1511 — Team Sports I.**

Lecture on rules and techniques and practice in basketball, volleyball, or softball. Two classes. One hour credit.

**HPR 1521 — Team Sports II.**

Lecture on rules and techniques and practice in basketball. Two classes. One hour credit.

**HPR 1531 — Individual and Dual Sports I.**

Lecture on rules, techniques, equipment used, and practice in tennis or archery. Two classes. One hour credit.

**HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.**

Includes weight training (free weights or machines), running, or aerobic conditioning. A student may earn only one hour's credit per course number even if the course number is repeated. Two classes. One hour credit.

**HPR 1613— Physical Education in the Elementary School.**

Methods and materials of teaching physical education at the elementary school level. Theory and practical experience in selecting, organizing, and directing activities for the elementary school. Educational and physical education philosophy and objectives are stressed. Three lectures. Three hours credit.

**HPR 2213 — First Aid and CPR.**

Standard first aid course as outlined by the American Red Cross or American Heart Association or nationally recognized equivalent consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Successful completion of every skills check-off and an 80% score on each certification exam will earn Red Cross certification in Standard First Aid, Adult CPR, Adult AED, and Infant CPR. Three lectures. Three hours credit.

**HPR 2323 — Recreational Leadership.**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.



**HPR 2422 — Football Theory.**

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

**HPR 2433 — Basketball Theory**

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

**HPR 2443 — Athletic Training & Treatment of Injuries.**

A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries. Conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three hours credit.

**HPR 2453 — Baseball Theory.**

Philosophies of coaching, leadership, teaching techniques, team organization, baseball strategies, preparation for games, and preparation and care of baseball fields. Three lectures. Three hours credit.

**HPR 2493- Softball Theory.**

Philosophies of coaching, leadership, teaching techniques, team organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lectures. Three hours credit.

## **HUMANITIES**

**HUM 1113 — Humanities (Historical Tour).**

This course is an interdisciplinary study of human achievement using art, architecture, history, and literature as exemplifications of man's creative genius. After lectures on background material, students will participate in a tour of selected sites of historical significance in North America and/or Europe. Upon completion of the tour, an additional lecture will be conducted to provide a summary of material covered. Completion of outside reading from the course reading list and submission of a 4-7- page paper are required. Three hours credit.

**HUM 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.**

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and/or students. One lecture. One hour credit.



## **INDUSTRIAL EDUCATION/ TECHNOLOGY TEACHER EDUCATION**

### **IED 1213 — Wood Technology.**

Study of wood production, manufacturing sales, construction industries, and experimentation of current woodworking skills. One lectures. Five hours laboratory. Three hours credit.

### **IED 1813 — Basic Electricity and Electronics.**

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit. (Note - This course taught on Goodman Campus only.)

### **IED 2323 — Forging and Welding.**

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

### **IED 2413 — History and Appreciation of the Artcrafts.**

Growth and development of the artcrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

## **JOURNALISM**

### **JOU 1111, 1121, 2111, 2121 — College Publication (Yearbook I, II, III, IV).**

The course is designed to give students the ability to identify, master, and practice the skills necessary to produce the college yearbook, *Horizons*. These skills include conceptualizing the yearbook and its theme; reporting; writing headlines, copy and captions; planning and producing photographs; designing the headlines, copy, captions, and photographs on the pages; selling advertisements; and preparing the yearbook for the printer. This is an activities class open to all majors. Two hours laboratory. One hour credit.



**JOU 1111, 1121, 2111, 2121 — College Publication  
(Newspaper I, II, III, IV).**

A laboratory course designed to give practical experience in working with the college newspaper, *The Growl*. Course elements include: planning, computer usage in newspaper production, proofreading, graphic design and production. Other areas covered include: planning and writing news stories, features, sports, and editorials. Ancillary items covered in the course are development of advanced skills in headline writing, copy editing, and makeup and design. Two hours laboratory. One hour credit.

## **LEADERSHIP**

**LEA 1813 — Leadership & Organization Skills I.**

A study of leadership styles and skills, roles, and functions of officers of student organizations. Includes parliamentary procedure, communication, conduction effective meetings, and working with volunteers. Three lectures. Three hours credit.

**LEA 1911, 1921, 2911, 2921 — Leadership & Communication Skills  
Development-Recruiting & Public Relations I, II, III, IV.**

This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. II, III, and IV are a continuation of LEA 1911. One lecture. One hour credit.

## **LEARNING & LIFESKILLS**

**LLS 1313 — Orientation.**

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. Three lectures. Three hours credit.

**LLS 1321 — Career Exploration.**

A course designed to assist students in determining appropriate career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit. Taught at Goodman Campus.

**LLS 1413 — Improvement of Study.**

This course is designed to aid the student in three basic areas: adjustment to college life, development of good study skills, and the formation of good test-taking skills. Three lectures. Three hours credit.



### **LLS 1423 — College Study Skills.**

An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college level courses, both graduate and undergraduate. Three lectures. Three hours credit.

### **LLS 1713 — Job Search Skills.**

This course is designed to prepare students for the ever changing global market. This will prepare students for employment by teaching interviewing skills, resume writing, job attitude, job politics, employers expectations, and work ethics. Also, appropriate etiquette for interviewing during meal time and group interviewing which are being used to hire employees. Three lectures. Three hours credit.

## **LIBRARY & SCIENCE**

### **LIS 1111 — Library Science.**

Introduction to the technical processing of books and other library material. One lecture. One hour credit.

## **MATHEMATICS**

### **MAT 0113 — Fundamentals of Mathematics.**

A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer.)

### **MAT 0123 — Beginning Algebra (Prerequisite: MAT 0113 with a C or appropriate placement score for MAT 0123).**

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer.)

### **MAT 1233 — Intermediate Algebra (Prerequisite: MAT 0123 with a C or appropriate placement score for MAT 1233).**

The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Three lectures. Three hours credit.



**MAT 1313 — College Algebra (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).**

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three lectures. Three hours credit.

**MAT 1323 — Trigonometry (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).**

This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three lectures. Three hours credit.

**MAT 1333 — Finite Mathematics & Introduction to Calculus (Prerequisite: MAT 1313).**

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Three lectures. Three hours credit.

**MAT 1513 — Business Calculus I (Prerequisite: MAT 1313).**

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three lectures. Three hours credit.

**MAT 1523 — Business Calculus II (Prerequisite: MAT 1513).**

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Three lectures. Three hours credit.

**MAT 1613 — Calculus I (Corequisite: MAT 1323 or appropriate placement score for MAT 1613).**

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three lectures. Three hours credit.

**MAT 1623 — Calculus II (Prerequisite: MAT 1613).**

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications. Three lectures. Three hours credit.

**MAT 1723 — The Real Number System (Prerequisite: MAT 0123 or appropriate placement score for MAT 1233).**

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three lectures. Three hours credit.



**MAT 1733 — Geometry, Measurement, and Probability**  
(Prerequisite: MAT 1233 or appropriate placement score for MAT 1313).

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Three lectures. Three hours credit.

**MAT 2113 — Introduction to Linear Algebra (Prerequisite: MAT 1623).**

This course includes the following topics: systems of linear equations; matrices; Vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Three lectures. Three hours credit.

**MAT 2323 — Statistics (Prerequisite: MAT 1313).**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three lectures. Three hours credit.

**MAT 2613 — Calculus III (Prerequisite: MAT 1623).**

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series. Three lectures. Three hours credit.

**MAT 2623 — Calculus IV (Prerequisite: MAT 2613).**

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Three lectures. Three hours credit.

**MAT 2913 — Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).**

This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications. Three lectures. Three hours credit.

## **MODERN FOREIGN LANGUAGE**

**MFL 1113 — Elementary French I.**

Development of basic language skills, including reading, writing, and speaking. An introduction to the culture of the French-speaking world. Three lectures. Three hours credit.



**MFL 1123 — Elementary French II (Prerequisite: MFL 1113).**

A continuation of MFL 1113. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the French-speaking world. Three lectures. Three hours credit.

**MFL 1213 — Elementary Spanish I.**

Development of basic language skills, including speaking, reading, and writing. An introduction to the culture of the Spanish-speaking world. Three lectures. Three hours credit.

**MFL 1223 — Elementary Spanish II (Prerequisite: MFL 1213).**

A continuation of MFL 1213. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the Spanish-speaking world. Three lectures. Three hours credit.

**MFL 2113 — Intermediate French I (Prerequisite: MFL 1123).**

A review of French grammar, and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the French-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

**MFL 2123 — Intermediate French II (Prerequisite: MFL 2113).**

Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.

**MFL 2213 — Intermediate Spanish I (Prerequisite: MFL 1223).**

A review of Spanish grammar and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the Spanish-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

**MFL 2223 — Intermediate Spanish II (Prerequisite: MFL 2213).**

Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language and the Spanish-speaking world is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.



## **MUSIC APPLIED**

**(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)**

### **MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.**

Brass instruction for non-brass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

### **MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.**

Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

### **MUA 1241, 1251, 2241, 2251 — Guitar for Non-Majors I, II, III, IV.**

Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One hour private instruction. Three hours practice. One hour credit.

### **MUA 1272, 1282, 2272, 2282 — Guitar for Music Education Majors I, II, III, IV.**

Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

### **MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.**

Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

### **MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.**

Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. One hour private instruction. Six hours practice. Two hours credit.



**MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.**

Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught through class participation and discussion, including major and minor scales, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. Lab-based instruction. One hour credit.

**MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.**

Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One lesson. Three hours practice. One hour credit.

**MUA 1572, 1582, 2572, 2582 — Piano for Music Education Majors I, II, III, IV.**

Piano instruction for piano majors, with piano with a performance emphasis. Introduction to technique, literature, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1711, 1721 — Class Voice I, II.**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One lesson. Three hours practice. One hour credit.

**MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.**

Voice for non-major/music education majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability. One lesson. Three hours practice. One hour credit.

**MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.**

Voice for majors is designed to teach the fundamentals principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. One hour private instruction. Six hours practice. Two hours credit.

**MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.**

Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the students interest in playing. One hour private instruction. Three hours practice. One hour credit.



**MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.**

Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, exploring moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's ability. One hour private instruction. Six hours practice. Two hours credit.

## **MUSIC ORGANIZATIONS**

**(Band, Small Band Groups, Jazz Band, Choir, Handbells, Small Singing Groups)**

**MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.**

Performance and rehearsal instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. Four practice sessions. One hour credit.

**MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.**

Performance and rehearsal instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. Two practice sessions. One hour credit.

**MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.**

A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. Two practice session. One hour credit.

**MUO 121(1-2), 122(1-2), 221(1-2), 222(1-2) — Choir I, II, III, IV.**

A course for music majors and non-majors focused on performing choral music from a variety of style periods. Three or five hours practice. One or two hours credit.

**MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.**

A course for select singers focused on performing music from one or more genres of music. One practice session. One hour credit.

## **MUSIC FOUNDATIONS**

**MUS 1113 — Music Appreciation.**

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

**MUS 1133 — Fundamentals of Music.**

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.



**MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV** (Prerequisite: Minimum score of 35 on Music Theory Placement Test is recommended for MUS 1214. Minimum grade of "C" in each class to progress to the next level). Music Theory sequence must progress simultaneously with Piano I, II, III, & IV as well as with the applied lesson.

Study of functional harmony through analysis and part writing, sight singing, ear training, and dictation. Three lectures. Two hours laboratory. Four hours credit.

**MUS 1911, 1921, 2911, 2921 — Recital Class I II, III, IV.**

Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour credit.

**MUS 2513 — Music for Elementary Teachers.**

Designed for the needs of the elementary education student. Essentials of public school music, study of the fundamentals of music. Reading music notations and terminology. Three lectures. Three hours credit.

## **NURSING, ADN (Grenada & Ridgeland)**

**NUR 1115 — Nursing Theory I** (Prerequisites: BIO 1514/1524 or BIO 2514/2524. Co-requisite: NUR 1311).

Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs with a clinical case study to apply the nursing process. Calculation of dosages and solutions is included. Correlates with NUR 1119. Five lectures. Five hours credit.

**NUR 1119 — Nursing I.**

(Prerequisites: BIO 2514 & BIO 2524).

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.



**NUR 1211, 1221, 2211, 2221 — Health Issues I, II, III, IV.**

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on health care delivery as a whole and the person as an individual. Through use of available resources to include the internet the student will explore such entities as treatment options, health care funding, alternative therapies, etc. One lecture. One hour credit.

**NUR 1226 — Nursing II Theory (Prerequisite: NUR 1115/1119, ENG 1113, PSY 1513, BIO 1613 or FCS 1253. Pre/Co-requisite of SPT 1113, EPY 2533 and a Humanities or Fine Arts Elective).**

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Includes content on intravenous therapy and blood administration. Correlates with NUR 1229. Six lectures. Six hours credit.

**NUR 1229 — Nursing II. (Prerequisites: NUR 1119, ENG 1113, PSY 1513, BIO 1613 or FCS 1253. Pre/Co-requisite of SPT 1113, EPY 2533 and a Humanities or Fine Arts Elective).).**

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Six lectures. Nine hours laboratory. Nine hours credit.

**NUR 1311—Nursing Transition Laboratory (Co-requisite: NUR 1315 or 1115).**

A laboratory course designed to assist the LPN in synthesizing information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Three laboratory hours. One hour credit.

**NUR 1315 — Nursing Transition I (Co-requisite NUR 1311).**

A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the student's LPN education. Five lectures. Five hours credit.

**NUR 1326 - Nursing Transition II (Prerequisite: NUR 1315 & 1311).**

A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes content related to the registered nurse role and functions that are not covered in NUR 1315. Six lectures. Six hours credit.



**NUR 1413 - Nursing Externship (Prerequisite: NUR 1229).**

This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. 270 contact hours per semester. Three credit hours.

**NUR 1513 — End of Life Issues.**

The purpose of this course is to emphasize the availability of specific knowledge on end-of-life care. The intent is to provide information that will improve the student's understanding of end-of-life care. Topics of discussion include information on advance directives, goals of care, family issues, community resources, management of pain and other symptoms, medical futility, the last hours of living, legal and financial issues, and cultural, social, psychological, and spiritual concerns in end-of-life care. Three lectures. Three hours credit.

**NUR 2119 — Nursing III (Prerequisites: NUR 1119 & NUR 1229, or NUR 1115, 1311, & 1226, or NUR 1315, 1311, & 1326).**

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Care of the pre- and postoperative patient is explored. Concepts introduced in Nursing 1119 are reinforced and applied. Selected mental health concepts are integrated. Six lectures. Nine hours laboratory. Nine hours credit.

**NUR 2123 — Pharmacology (Prerequisite: NUR 1229, 1326, or 1226; Co-requisite: NUR 2119).**

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

**NUR 2239 — Nursing IV (Prerequisite: NUR 2119 & 2123; Co-requisite: NUR 2243).**

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience with leadership and management skills. Five lectures. Twelve hours laboratory. Nine hours credit.



**NUR 2243 — Management of Nursing Care (Prerequisite: NUR 2119 & 2123; Co-requisite: NUR 2239).**

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate nurse. The basic elements of leadership and delegation will be emphasized as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

**NUR 2513 — Principles of Alternative & Complementary Therapies.**

This course provides an overview of the most common complementary and alternative medicine (CAM) modalities/therapies used in the USA. Each topic will cover one modality/therapy (homeopathy, acupuncture, naturopathy, chiropractic, therapeutic touch, music therapy, folk remedies, energy healing, etc.) at a time. Topics may be chosen based on students' interests and needs. Three lectures. Three hours credit.

## **PHILOSOPHY AND BIBLE**

**PHI 1113 — Old Testament Survey.**

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

**PHI 1133 — New Testament Survey.**

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

**PHI 1153 — The Life of Christ.**

This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1<sup>st</sup> century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lectures. Three hours credit.

**PHI 2113 — Introduction to Philosophy I.**

This course provides an introduction to systematic and philosophical thinking through the study of classical philosophers and their philosophical inquiries. This study will flow along historical lines. Three lectures. Three hours credit.

**PHI 2143 — Ethics.**

An introduction to classical moral philosophy with the investigation of some concrete moral problems. Three lectures. Three hours credit.



**PHI 2613 – World Religions I.**

This course is an introduction to the major world religions exploring the historical development and beliefs of Buddhism, Christianity, Hinduism, Islam, and Judaism including recent adaptations and emerging religious expressions. Three lectures. Three hours credit.

**PHI 2713 – Introduction to Logic.**

This course is a presentation of the principles and methods of sound reasoning with an emphasis upon practical applications. Areas of study will include induction, symbolic logic, language, critical thinking, and the common fallacies of reasoning. Three lectures. Three hours credit.

## **PHYSICS**

**PHY 1114 — Astronomy.**

A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2244 — Physical Science Survey I**

**(Corequisite: MAT 1233 or placement score for MAT 1313 or higher).**

A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2254 — Physical Science Survey II**

**(Corequisite: MAT 1233 or placement score for MAT 1313 or higher ).**

A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

**PHY 2414 — General Physics I (Corequisite: MAT 1323 or placement score for MAT 1613 or higher).**

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.



**PHY 2424 — General Physics II (Prerequisite: PHY 2414).**

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2514 — General Physics I-A (Prerequisite: MAT 1613 or higher).**

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

**PHY 2524 — General Physics II-A (Prerequisite: PHY 2514).**

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

## **POLITICAL SCIENCE**

**PSC 1113 — American National Government.**

A survey of the origins of our Federal system of government and the fundamental concepts of its operation to include: terminology, citizenship, political parties, interest groups, the U.S. Constitution, and the legislative, executive, and judicial branches of government, with special attention to its Western cultural roots. Three lectures. Three hours credit.

**PSC 1123 — American State & Local Government (Prerequisite: PSC 1113).**

Basic principles of state government. Emphasis on origins of state and local government; relationships between states and federal government, and between states and their subdivisions; organizations, function, and operation of executive, legislative and judicial branches of government; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

**PSC 2113 — Comparative Government.**

A survey of various Western and non-Western governmental systems in comparative perspective, with special attention to Europe and international organizations; institutions, behavior, and responses to common problems in the twenty-first century; and the future of the nation-state in an age of globalization. Three lectures. Three hours credit.



## PSYCHOLOGY

### **PSY 1513 — General Psychology I.**

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; intelligence, motivation and emotion, abnormal behavior, mental health and therapy, and group processes. Three lectures. Three hours credit.

## READING

### **REA 0113 — Comprehension I.**

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Supplemental work using computers is required. Three lectures. Three hours instructional credit. (Not designed to transfer).

### **REA 0123 — Comprehension II (Prerequisite: REA 0113 with C or appropriate placement score).**

A continuation of REA 0113. Three lectures. Three hours institutional credit. (Not designed to transfer).

### **REA 1233 — Speed Reading I.**

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. Three hours credit.

## SOCIOLOGY

### **SOC 2113 — Introduction to Sociology.**

The purpose of this course is to provide an overview of the study of society. Basic principles are covered, including socialization, social interaction, culture, social institutions, social structure, social stratification, deviance, and the evolution of society. Three lectures. Three hours credit.

### **SOC 2133 — Social Problems.**

The purpose of this course is to give students the opportunity to investigate some of the major conditions that have been defined as social problems. Some of the issues that are investigated from a sociological perspective include crime, sexual deviance, violence, domestic violence, drug/alcohol addiction, mental illness, poverty and the aged. Three lectures. Three hours credit.



### **SOC 2143 — Marriage and Family.**

The purpose of this course is to study marital and family interactions with emphasis on interpersonal relationships. This course includes the study of dating, mate selection, adjustments within interpersonal relationships, communication in the family, parent-child relationships, familial responses to stress, and family violence. Three lectures. Three hours credit.

### **SOC 2163 — Introduction to Social Work.**

A study of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. Three lectures. Three hours credit.

### **SOC 2213 — Introduction to Anthropology.**

A survey of major fields and basic principles in the comparative study of mankind. Three lectures. Three hours credit.

## **SPEECH AND THEATER**

### **SPT 1113 — Public Speaking (Corequisite: ENG 1113 or appropriate placement score for ENG 1113).**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Three lectures. Three hours credit.

### **SPT 1213 — Fundamentals of Theatre Production (Co-requisite: SPT 1241, 1251, 2241, or 2251).**

A basic course in management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.

### **SPT 1233 — Acting.**

An introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, mime, monologue, and scene work. Three lectures. Three hours credit.

### **SPT 1241, 1251, 2241, 2251 — Drama Production I, II, III, IV.**

Participation in college drama productions. One hour credit.

### **SPT 2223 — Stagecraft (Co-requisite: SPT 1241, 1251, 2241, or 2251).**

An introduction to all technical elements of production design and operation. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.



**SPT 2233 — Theatre Appreciation.**

An introduction of the cultural, historical, and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristic of theatre. Fine arts elective. Three lectures. Three hours credit.

## **TECHNICAL COURSE DESCRIPTIONS**

### **AUTOMOTIVE TECHNOLOGY**

**ATT 1124 — Basic Electrical/Electronic Systems**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two lecture. Four hours laboratory. Four hours credit.

**ATT 1134 — Advanced Electrical/Electronic Systems**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two lectures. Four hours laboratory. Four hours credit.

**ATT 1213 — Brakes.**

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

**ATT 1314 — Manual Drive Trains/Transaxles.**

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Four hours laboratory. Four hours credit.

**ATT 1424 — Basic Engine Performance I.**

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.



### **ATT 1715 — Engine Repair.**

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

### **ATT 1811 — Introduction, Safety, and Employability Skills.**

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One lecture. One hour credit.

### **ATT 2325 — Automatic Transmissions/Transaxles.**

This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. Two lectures. Six hours laboratory. Five hours credit.

### **ATT 2334 — Steering and Suspension Systems.**

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 2434 — Engine Performance II.**

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 2444 — Engine Performance III**

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

### **ATT 2614 — Heating and Air Conditioning.**

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.



### **ATT 291(1-3) — Special Problems in Automotive Mechanics Tech.**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select and establish criteria for completion of the project. One to three scheduled hours. Two to six hours laboratory. One to three hours credit.

### **ATT 292(1-6) — Supervised Work Experience in Automotive Mechanics Tech.**

This internship course provides actual work experience in an automotive mechanics business under the direction of the employer and the instructor. One to six scheduled hours. Three to eighteen hours externship. One to six hours credit.

## **BANKING AND FINANCE TECHNOLOGY**

### **TBF 1123 — Money and Banking.**

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

## **BUSINESS ADMINISTRATION TECHNOLOGY**

### **TBA 1113 — Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

### **TBA 2413 — Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.



# **BUSINESS & OFFICE TECHNOLOGY COMPUTER INFORMATION SYSTEMS**

## **BOT 1013 — Introduction to Keyboarding.**

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three lectures. Three hours credit.

## **BOT 1113 — Document Formatting & Production (Prerequisite:**

**prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013).**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Two lectures. Two hours laboratory. Three hours credit.

## **BOT 1123 — Keyboard Skillbuilding (Prerequisite: BOT 1113).**

This course further develops keyboard techniques emphasizing speed and accuracy. Two lectures. Two hours laboratory. Three hours credit.

## **BOT 1133 — Microcomputer Applications.**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Two lectures. Two hours laboratory. Three hours credit.

## **BOT 1143 — Word Processing (Prerequisites: BOT 1133 & BOT 1113).**

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

## **BOT 1213 — Professional Development.**

This course emphasizes an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

## **BOT 1313 — Applied Business Math.**

This course is designed to develop competency in mathematics for business use with emphasis on the touch method. Three lectures. Three hours credit.

## **BOT 1413 — Records Management.**

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.



**BOT 1433 — Business Accounting.**

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

**BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433 or ACC 1213).**

This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three lectures. Three hours credit.

**BOT 1513 — Machine Transcription (Prerequisites: BOT 1143).**

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1613 — Medical Office Terminology I.**

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1623 — Medical Office Terminology II.**

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to the medical office. Two lectures. Two hours laboratory. Three hours credit.

**BOT 1713 — Mechanics of Communication.**

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

**BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 & BOT 1133).**

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).**

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two lectures. Two hours laboratory. Three hours credit.



**BOT 2323 — Database Management (Prerequisite: BOT 1133).**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).**

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2423 — Income Tax Accounting (Prerequisite: BOT 1433 or ACC 1213).**

This course provides an in-depth study of payroll accounting. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2463 — Payroll Accounting (Prerequisite: BOT 1433 or ACC 1213).**

This course provides an in-depth study of payroll accounting. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1113, BOT 1613, & BOT 1623).**

This course is designed to teach transcription of various medical documents. One lecture. Four hours laboratory. Three hours credit.

**BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).**

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One lecture. Four hours laboratory. Three hours credit.

**BOT 2643 — CPT Coding (Prerequisites: BOT 1613 & BOT 1623 ).**

This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2653 — ICD Coding (Prerequisites: BOT 1613& BOT 1623).**

This course is an introduction to the field of diagnostic coding. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2663 — Advanced Medical Coding (Prerequisites: BOT 2643 & BOT 2653).**

This course is designed to teach the advanced analysis of diagnostic and procedural coding systems. Two lectures. Two hours laboratory. Three hours credit.



**BOT 2673 — Medical Insurance Billing (Prerequisites: BOT 2643 & BOT 2653).**

This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1143).**

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2743 — Medical Office Concepts (Prerequisite: BOT 1113).**

This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).**

This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2813 — Business Communication (Prerequisites: BOT 1713 & BOT 1113 or ENG 1113 & CPT 1323).**

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. Three lectures. Three hours credit.

**BOT 2823—Communication Technology (Prerequisite: BOT 1133 ).**

This course will present an overview of the resources available for on-line communication using current technology. Two lectures. Two hours laboratory. Three hours credit.

**BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1133).**

This course integrates activities using applications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

**CNT 1414— Fundamentals of Data Communications.**

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Four hours laboratory. Four hours credit.



### **CNT 1513 — Web Development Concepts**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

### **CNT 1524 — Network Components (Prerequisite: CNT 1414).**

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Four hours laboratory. Four hours credit.

### **CNT 1624 — Network Administration Using Microsoft Windows Server**

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

### **CNT 1634 — Microsoft Windows-Installing & Configuration.**

The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in stand-alone as well as both large and small network environments. Two lectures. Four hours laboratory. Four hours credit.

### **CNT 1654 — Network Administration Using Linux.**

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

### **CNT 2423 — System Maintenance.**

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

### **CNT 2534 — Network Planning and Design (Prerequisite: CNT 1524).**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Four hours laboratory. Four hours credit.



**CNT 2544 — Network Implementation (Prerequisite: CNT 2534).**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

**CNT 2553—Network Security.**

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two lectures. Two hours laboratory. Three hours credit.

**CNT 2644 — Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624 or 1634).**

This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1123 — Computer Concepts.**

This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1144 — Programming Development Concepts.**

This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.

**CPT 1214 — Visual BASIC Programming Language.**

Introduction to BASIC programming language to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1224 — RPG Programming Language (Prerequisite: CPT 1144).**

This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1234 — COBOL Programming Language  
(Prerequisite: CPT 1144).**

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.



**CPT 1313 — Computer Operations.**

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1323— Survey of Microcomputer Applications.**

This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1333 — Operating Platforms.**

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1353 — Database Design Fundamentals.**

This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two lectures. Two hours laboratory. Three hours credit.

**CPT 1414 — Java Programming Language.**

Introduction to the Java programming language to include sort, loops, arrays, and Applets. Two lectures. Four hours laboratory. Four hours credit.

**CPT 1513 — Web Development Concepts.**

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, world Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

**CPT 2133 - Career Development.**

This course provides practical exercises in interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships for employment. Two lectures. Two hours lab. Three hours credit.

**CPT 2244 — Database Programming (Prerequisite: CPT 2434).**

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.



**CPT 2264 — Advanced RPG Programming Language**  
**(Prerequisite: CPT 1224).**

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2274 — Advanced COBOL Programming Language**  
**(Prerequisite: CPT 1234).**

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

**CPT 2284 — C++ Programming Language.**

This course is designed to introduce the student to the C++ Programming Language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2354 — Systems Analysis and Design**  
**(Co/Prerequisite: CPT 2434).**

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2373 — Network Fundamentals.**

This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

**CPT 2424 - Advanced C Programming (Prerequisites: CPT 2284).**

This course is a continuation of the C Programming course. Students will learn more in-depth Object - Oriented Programming including inheritance and exception handling. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2434 — Advanced Visual BASIC Programming Language (Prerequisite: CPT 1214).**

This course is a continuation of the BASIC Programming Language. Emphasis is placed on the database access, files access, controls, and structures. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2444—Script Programming.**

This course is an introduction to the use of integrating scripts to add functionality to web pages. Two lectures. Four hours laboratory. Four hours credit.



## **CPT 2911-2916 — Work-Based Learning in Computer Information Systems.**

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

### **DBT 1113 SQL - Programming (Prerequisite: DBT1214).**

This course offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Standard Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two lectures. Three hours laboratory. Three hours credit.

### **DBT 1123 - PL/SQL Programming (Prerequisite: DBT1113).**

This course offers students an extensive introduction to data server technology, covering advanced concepts of both relational and object-relational databases using PL/SQL. Students are taught to create and maintain database objects and control user access. Two lectures. Three hours lab. Three hours credit.

### **DBT 1214 – Database Architecture and Administration.**

This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two lectures. Three hours laboratory. Four hours credit.

## **CHILD DEVELOPMENT TECHNOLOGY**

### **CDT 1713—Language & Literacy Development for Young Children.**

A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. Three lectures. Three hours credit.

## **COLLISION REPAIR TECHNOLOGY**

### **ABT 1143 — Structural Analysis & Damage Repair I.**

A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.



**ABT 1153 — Structural Analysis & Damage Repair II.**

This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two lectures. Two hours laboratory. Three hours credit.

**ABT 1223 — Non-Structural Analysis & Damage Repair I.**

A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

**ABT 1233—Non-Structural Analysis & Damage Repair II.**

This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. One lecture. Four hours laboratory. Three hours credit.

**ABT 1314 — Refinishing I.**

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. Two lectures. Four hours laboratory. Four hours credit.

**ABT 1323 — Refinishing II.**

A continuation of Refinishing I. Included are types of paint defects, paint gun application, and maintenance procedures. One lecture. Four hours laboratory. Three hours credit.

**ABT 1443—Mechanical & Electrical Components I.**

A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three lectures. Three hours credit.

**ABT 1453—Mechanical & Electrical Components II.**

A course designed to provide theory and practice in the areas of brakes and electrical. Three lectures. Three hours credit.

**ABT 2163—Structural Analysis & Damage Repair III.**

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two lectures. Two hours laboratory. Three hours credit.



**ABT 2173—Structural Analysis & Damage Repair IV.**

This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2243—Non-Structural Analysis & Damage Repair III.**

This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2253—Non-Structural Analysis & Damage Repair IV.**

This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: moveable glass, hardware associated with glass, plastics and adhesive. Two lectures. Two hours laboratory. Three hours credit.

**ABT 2333 — Refinishing III.**

A continuation of Refinishing II with emphasis on advanced painting techniques; including paint mixing, matching, and applying. One lecture. Four hours laboratory. Three hours credit.

**ABT 2343—Refinishing IV.**

A continuation of Refinishing III with emphasis on advanced techniques of painting, including detailing. One lecture. Four hours laboratory. Three hours credit.

**ABT 291(1-3) — Special Problem in Collision Repair Technology  
(Prerequisite: Consent of Instructor).**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

**ABT 292(1-6) — Supervised Work Experience in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. One to six hours credit.



## **ELECTRONICS TECHNOLOGY**

### **EET 1114 — DC Circuits.**

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two lectures. Four hours lab. Four hours credit.

### **EET 1123 — AC Circuits.**

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

### **EET 1214 — Digital Electronics.**

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

### **EET 1334 — Solid State Devices and Circuits (Prerequisite: EET 1114).**

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

### **EET 1324 — Microprocessors (Prerequisite EET 1214).**

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

### **EET 2334 — Linear Integrated Circuits (Prerequisite EET 1334).**

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

### **EET 2414 — Electronic Communications (Prerequisite EET 1334).**

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.



### **EET 291(1-3) — Special Project (Consent of Instructor).**

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

## **ELECTRICAL TECHNOLOGY**

### **ELT 1123—Commercial and Industrial Wiring.**

Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two lectures. Two hours laboratory. Three hours credit.

### **ELT 1213 - Electrical Power.**

Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Two lectures. Two hours laboratory. Three hours credit.

### **ELT 1413 – Motor Control Systems.**

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two lectures. Two hour laboratory. Three hours credit.

### **ELT 2613 – Programmable Logic Controllers (Prerequisite: ELT 1413).**

Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two lectures. Two hours laboratory. Three hours credit.

### **ELT 2623 - Advanced Programmable Logic Controllers.**

Advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.



## **EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC**

### **EMT 1116 — Emergency Medical Technician-Basic.**

Emergency Medical Technician-Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes: airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. One lecture. Eight hours laboratory. Nine hours clinical. Six hours credit.

### **EMT 1122 — Fundamentals of Prehospital Care (Pre/Corequisite: BIO 2524).**

This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, therapeutic communications, and life span development. One hour lecture. Two hours laboratory. Two hours credit.

### **EMT 1315— Airway Management and Ventilation. (Corequisite: EMT 1122. Pre/Corequisite: BIO 2524)**

This course will provide the student with the essential knowledge to attain a patient airway and managing the respiratory system using advanced techniques. Two hours lecture. Six hours laboratory. Five hours credit.

### **EMT 1415 — Patient Assessment (Corequisite: EMT 1122. Pre/Corequisite: BIO 2524).**

This course will teach comprehensive history taking and physical exam techniques. Two hours lecture. Six hours laboratory. Five hours credit.

### **EMT 1423 — EMS Special Considerations (Prerequisites: All 1st semester courses).**

This course will provide a comprehensive overview of providing care for the patient with special needs. Two lecture hours. Two hours laboratory. Three hours credit.

### **EMT 1513 — EMS Clinical Internship I (Corequisites: EMT 1122, EMT 1315, and EMT 1415).**

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours clinical. Three hours credit.



**EMT 1523 — EMS Clinical Internship II (Prerequisite: EMT 1513).**

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours Clinical. Three hours credit.

**EMT 1613 — Prehospital Pharmacology (Prerequisites: All 1st semester courses).**

This course will teach comprehensive pharmacodynamics and pharmacokinetics. Two hours lecture. Two hours laboratory. Three hours credit.

**EMT 1825 — Prehospital Cardiology (Prerequisites: All 1<sup>st</sup> semester courses).**

This class will teach a comprehensive approach to the care of patients with cardiovascular compromise. Two hours lecture. Six hours laboratory. Five hours credit.

**EMT 2412 — Prehospital OB/GYN (Prerequisites: All 1<sup>st</sup> semester courses).**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Two hours laboratory. Two hours credit.

**EMT 2423 - Prehospital Pediatrics (Prerequisites: All 1st semester courses).**

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Four hours laboratory. Three hours credit.

**EMT 2552 — EMS Field Internship I (Prerequisites: All 1<sup>st</sup> semester courses).**

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out of hospital field setting at approved sites with an approved preceptor. Six clinical hours. Two hours credit.

**EMT 2564 — Field Internship II (Prerequisites EMT 2552).**

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. Twelve hours clinical. Four hours credit.

**EMT 2714 — Prehospital Trauma (Prerequisites: All 1<sup>st</sup> semester courses).**

This course will provide instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. One hour lecture. Four hours lab. Four hours credit.



**EMT 2855 — Prehospital Medical Care (Prerequisites: All 1st semester courses).**

This class will teach a comprehensive approach to the care of patients with medical compromise. Two hours lecture. Six hours laboratory. Five hours credit.

**EMT 2913 — Team Management (Prerequisites: All 1st semester of the 2<sup>nd</sup> year courses).**

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. One hour lecture. Four hours lab. Three hours credit.

## **ENGINEERING TECHNOLOGY**

**ENT 1114 — Graphic Communication.**

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two lectures. Four hours laboratory. Four hours credit.

**ENT 1123—Computational Methods for Drafting.**

This course is designed for the study of computational skills which are required for the development of accurate design and drafting methods. One lecture. Four hours laboratory. Three hours credit.

**ENT 1133 — Technology Graphics (Prerequisite: GRA 1143 or ENT 1113).**

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, revets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

**ENT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: ENT 1133).**

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1153 — Basic Applications of Industrial Safety.**

This course introduces the concepts of health and safety in both off-the-job training and in an industrial environment. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Three lectures. Three hours credit.



**ENT 1213 — Construction Materials.**

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1223 — Wood Technology.**

Study of wood production manufacturing sales, construction industries, and experimentation of current woodworking skills. One lecture. Five hours laboratory. Three hours credit.

**ENT 1313 — Principles of CAD.**

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1323 — Intermediate CAD (Prerequisite: ENT 1313).**

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

**ENT 1413 — Elementary Surveying.**

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

**ENT 1613 — Architectural Design I**

**(Prerequisite: GRA 1143/ ENT 1113 and ENT 1313).**

This course is a study and development of architectural design principles for a residential structure. One lecture. Four hours laboratory. Three hours credit.

**ENT 1813 — Basic Electricity & Electronics.**

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit.

**ENT 2153 — Civil Drafting.**

Course dealing with basic principles of surveying and the development of topographical maps. Two hours lecture. Two hours laboratory. Three hours credit.



**ENT 2233 — Structural Drafting (Prerequisite: ENT 1113 or GRA 1143)**

Structural section, terms, and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2243 — Cost Estimating (Prerequisite: ENT 1113).**

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2254 — Statics & Strengths of Material/Physical Science (Prerequisite: MAT 1313 or Consent of Instructor).**

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Four hours laboratory. Four hours credit.

**ENT 2263 — Quality Assurance.**

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2323 — Forging and Welding.**

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

**ENT 2343 — Advanced CAD (Prerequisite: ENT 1323).**

A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One lecture. Four hours laboratory. Three hours credit.

**ENT 2364 — Computer Numerical Control (Prerequisites: ENT 1313 & ENT 1113).**

A course designed to introduce the students to the basics of computer numerical control machines. Two lectures. Four hours laboratory. Four hours credit.

**ENT 2413 — History and Appreciation of Artcrafts.**

Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.



**ENT 2423 — Mapping & Topography (Prerequisite: ENT 1413).**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

**ENT 2443—Principles of Manufacturing Management.**

This course will include a study of manufacturing processes and materials. A problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. One lecture. Five hours laboratory. Three hours credit.

**ENT 2623 — Architectural Design II (Prerequisite: ENT 1613).**

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One lecture. Four hours laboratory. Three hours credit.

**ENT 2643 — Architectural Rendering (Prerequisite: ENT 1613).**

Visual expression of architectural principles and structures. Perspective, shade, shadow, and color (using pencil, pen & ink, paint and new media). Two lectures. Two hours laboratory. Three hours credit.

**ENT 2713 — Architectural History.**

Analysis of achievements in the design and construction of major architectural developments from early times to present. Three lectures. Three hours credit.

**ENT 291(1-3) — Special Project (Prerequisite: Consent of Instructor).**

Skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

**ENT 2923 — Fundamentals of Multimedia (Prerequisite: ENT 1613).**

A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production. One lecture. Four hours laboratory. Three hours credit.



## ENGLISH TECHNOLOGY

### **TEN 1103 — Developmental English I.**

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

### **TEN 1203 — Developmental English II.**

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

## FOREST TECHNOLOGY

### **AGT 1714 — Applied Soil Conservation and Use.**

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Two lectures. Two hours laboratory. Four hours credit.

### **FOT 1114 — Forest Measurements I.**

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1124 — Forest Measurements II.**

A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1314 — Forest Protection.**

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

### **FOT 1414 — Forest Products Utilization.**

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.



**FOT 1714 — Applied Dendrology.**

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Four hours laboratory. Four hours credit.

**FOT 1813 — Introduction to Forestry.**

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Two lectures. Two hours laboratory. Three hours credit.

**FOT 2124 — Forest Surveying.**

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2214 — Applications of GIS/GPS in Forestry.**

This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2424 — Timber Harvesting.**

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2614 — Silviculture I.**

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2624 — Silviculture II.**

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

**FOT 2911, FOT 2912, FOT 2913 — Special Problems in Forest Technology.**

A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.



**FOT 292(1-6) — Internship for Specialization.**

A continuation of FOT 2914. One to six weeks. One to six hours credit.

**FUNERAL SERVICE TECHNOLOGY**

**FST 1113 — Mortuary Anatomy I**

A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

**FST 1123 — Mortuary Anatomy II (Prerequisite: FST 1113).**

Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

**FST 1214 — Embalming I (Pre/Co-requisite: FST 1113).**

Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Three lectures. Two hours laboratory. Four hours credit.

**FST 1224— Embalming II (Prerequisite: FST 1214, Co-requisite: FST 1113 & FST 1123).**

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Three lectures. Two hours laboratory. Four hours credit.

**FST 1231—Clinical Embalming I (Pre/corequisite: FST 1214).**

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

**FST 1241—Clinical Embalming II (Prerequisites: FST 1214, FST 1224, & 1231).**

Practically apply the theoretical principles taught in the Funeral service technology curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.



**FST 1313 — Funeral Directing.**

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

**FST 1413 — Funeral Service Ethics and Law.**

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

**FST 1523 — Restorative Art/Color & Cosmetics (Prerequisite: FST 1113).**

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

**FST 2273—Thanatochemistry (Prerequisite: FST 1214 ).**

A survey of the principles of general, organic, bio, and embalming chemistry as they relate to the embalming process. Three lectures. Three hours credit.

**FST 2323 — Funeral Merchandising and Management (Prerequisite: FST 1313)..**

Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

**FST 2623 — Microbiology (Prerequisite: FST 1113).**

Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health, and embalming practice. NOTE! This class does not contain a laboratory and will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

**FST 2633 — Pathology (Pre/Corequisites: FST 1113 & FST 2623).**

The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.



**FST 2713 — Psychosocial Counseling in Funeral Service.**

A study which examines psychological concepts in the areas of dynamics of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

**FST 2811 — Comprehensive Review.**

Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. One lecture. One hour credit.

## **GEOGRAPHICAL INFORMATION SYSTEMS**

**GIT 2113 – Database Construction and Maintenance (Pre/Co-Requisite: DDT 1313).**

A course designed to introduce database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods organizing and accessing data. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2123 – Fundamentals of Geographical Information Systems (GIS) (Pre/Co-Requisite: DDT 1313).**

This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2133 – Principles of Image Processing (Prerequisite: DDT 1313).**

This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various products, including topographic and thematic maps, aerial photographs, and satellite images. Two lectures. Two hours laboratory. Three hours credit.

**GIT 2263 – Advanced Geographical Information Systems (Pre/Co-Requisite: DDT 2423 & GIT 2113).**

This is an integrated course that encompasses geographic data inputs, processing, and analysis directed toward objects of scientific investigation. One lecture. Four hours laboratory. Three hours credit.



### **GIT 2273 – Remote Sensing.**

This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. One lecture. Four hours laboratory. Three hours credit.

### **GIT 291(1-3) – Special Problem in Geographical Information Systems Technology (Prerequisite: 12 GIT courses).**

A course designed to provide the student with practical application of skills and knowledge gained in other Geographical Information Systems courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One to three lectures. Two to six hours laboratory. One to three hours credit.

### **GIT 292(1-6) – Supervised Work Experience in Geographical Information Systems Technology (Prerequisite: Sophomore standing in Geographical Information Systems Technology).**

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. One to 6 lectures. Three to 18 hours externship. One to six hours credit.

## **HEATING, VENTILATION, AC, & REFRIGERATION. TECHNOLOGY**

### **ACT 1125 — Basic Compressions Refrigeration.**

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two lectures. Six hours laboratory. Five hours credit.

### **ACT 1133 — Tools and Piping.**

A course to provide the student with various tube and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two lectures. Two hours laboratory. Three hours credit.

### **ACT 1213 — Controls.**

Fundamentals of gas, fluid, electrical, and programmable controls. Two lectures. Two hours laboratory. Three hours credit.

### **ACT 1313 — Refrigeration System Components.**

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two lectures. Two hours laboratory. Three hours credit.



**ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration.**

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two lectures. Two hours laboratory. Three hours credit.

**ACT 1813 — Professional Service Procedures.**

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two lecture. Two hours laboratory. Three hours credit.

**ACT 2324 — Commercial Refrigeration.**

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2414 — Air Conditioning I.**

Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2424 — Air Conditioning II (Prerequisite: ACT 2414).**

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two lectures. Four hours laboratory. Four hours credit.

**ACT 2433 — Refrigerant, Retrofit, & Regulation.**

Practical applications in refrigerants retrofit to ozone-friendly refrigerants. Includes lubrication change, charging, and system evaluation. One lecture. Four hours laboratory. Three hours credit.

**ACT 2513 — Heating Systems.**

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two lectures. Two hours laboratory. Three hours credit.

**ACT 2624 — Heat Load and Air Properties.**

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two lectures. Four hours laboratory. Four hours credit.



**ACT 291(1-3) — Special Project in Heating & A.C.**  
**(Prerequisite: Consent of Instructor).**

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory. One-three hours credit.

**ACT 292(1-6) — Supervised Work Experience in Heating & A.C.**  
**(Prerequisite: Consent of Instructor).**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

## **INDUSTRIAL MAINTENANCE MECHANICS**

**IMM 1122—Industrial Maintenance Math & Measurement.**

Mathematical and measurement procedures and instruments related to industrial maintenance. One lecture. Two hours laboratory. Three hours credit.

**IMM 1132 — Industrial Maintenance Blueprint Reading.**

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One lecture. Two hours laboratory. Two hours credit.

**IMM 1224 — Power Tool Applications.**

Safe and proper use of various hand tools and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cutoff saws, drill presses, engine lathes, and milling machines. One lecture. Six hours laboratory. Four hours credit.

**IMM 1314 — Principles of Hydraulics & Pneumatics**

Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two lectures. Four hours laboratory. Four hours credit.

**IMM 1515— Equipment Installation & Alignment.**

Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. Two lectures. Six hours laboratory. Five hours credit.



**IMM 1734 — Maintenance Welding and Metals.**

Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. Two lectures. Four hours laboratory. Four hours credit.

**IMM 1813 — Industrial Electricity/Industrial Maintenance Mechanics.**

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. One lecture. Four hours laboratory. Three hours credit.

**IMM 1823— Advanced Electricity/Industrial Maintenance Mechanics (Prerequisite: IMM 1813).**

Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory. Three hours credit.

**IMM 1914 — Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).**

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the students's learning experiences. Two lectures. Four hours laboratory. Four hours credit.

**IMM 192(1-6) — Supervised Work Experience in Industrial Maintenance Mechanics. (Consent of instructor)**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three - 18 hours externship. One to six hours credit.

**MACHINE TOOL OP/ MACHINE SHOP TECHNOLOGY**

**MST 1114 — Power Machinery I.**

A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Four hours laboratory. Four hours credit.

**MST 1124— Power Machinery II (Prerequisite: MST 1114).**

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Four hours laboratory. Four hours credit.



### **MST 1233 — Basic Shop Math.**

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

### **MST 1313 — Machine Tool Mathematics.**

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

### **MST 1413 — Blueprint Reading.**

A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

### **MST 1423 — Advanced Blueprint Reading**

**(Prerequisite: MST 1413).**

A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

### **MST 1613 — Precision Layout.**

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

### **MST 2135 — Power Machinery III (Prerequisite: MST 1124).**

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

### **MST 2144 — Power Machinery IV (Prerequisite: MST 2135).**

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

### **MST 2714 — Computer Numerical Control Operations I.**

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.



**MST 2724 — Computer Numerical Control Operations II**  
**(Pre/Corequisite: MST 2714).**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Four hours laboratory. Four hours credit.

**MST 2813 — Metallurgy.**

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two lectures. Two hours laboratory. Three hours credit.

**MST 2911 - 2913 — Special Problem in Machine Tool Technology.**

A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One - three hours credit.

## **MANUFACTURING TECHNOLOGY**

**DDT 2273 - Facilities Planning.**

This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. Two lectures. Two hours laboratory. Three hours credit.

**INT 1214 - Fluid Power.**

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three lectures. Two hours laboratory. Four hours credit.

**INT 2114 - Control Systems I.**

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Three lectures. Two hours laboratory. Four hours credit.

**MFT 2113 — Manufacturing Process I .**

The course would require study in manufacturing techniques from both a historical perspective and modern process improvement systems including plant layout, material handling, work station design, Kaizen, KanBan and Value Stream Mapping. Two lectures. Two hours laboratory. Three hours credit.



### **MFT 2123 — Manufacturing Process II.**

The course would be a continuation of the previously listed, and introduce equipment and operations required to produce various products, including metal, wood and plastics processing. Also included would be an introduction to various material handling devices and process automation. Two lectures. Two hours laboratory. Three hours credit.

### **MFT 2213 — Organizational Behavior.**

The course would help prepare students for their roles as change agents within an organization by identifying some of the potential issues that will be faced. Two lectures. Two hours laboratory. Three hours credit.

### **MFT 291(1-3) - Special Problem in Automation and Control Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours laboratory. One-three hours credit.

### **ROT 2613 - Mechanical Systems.**

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. Two lectures. Two hours laboratory. Three hours credit.

## **MARKETING TECHNOLOGY**

### **MMT 1113 – Marketing I.**

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

### **MMT 1123 – Marketing II. (Prerequisite MMT 1113).**

A continuation of MMT 1113. Three lectures. Three hours credit.

### **MMT 2233 – Human Resource Management.**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three lectures. Three hours credit.



**MMT 2513 – Entrepreneurship.**

Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two lectures. Two hours laboratory. Three hours credit.

**MMT 2533 – Purchasing/Supply Management.**

Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing international purchasing, and quality specifications. Three lectures. Three hours credit.

**MMT 2713 — Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

**MMT 2723 — Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**MMT 2733 — Real Estate Finance.**

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

**MMT 2744 — Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.



## MATHEMATICS TECHNOLOGY

### **TMA 1103 — Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

## OCCUPATIONAL THERAPY ASSISTANT TECH

### **OTA 1113 — Foundations of Occupational Therapy.**

This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.

### **OTA 1142 — Wellness Systems.**

This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community and social systems will be examined. Professional language utilized in these systems will be included. In addition to term definitions, emphasis is placed on uniform terminology. Two lectures. Two hours credit.

### **OTA 1121 - Medical Terminology.**

This intake course is a study of medical language relating to body systems including diseases, physical conditions, abbreviations, and symbols as applied to occupational therapy. Professional language for occupational therapy will be included. One lecture. One hour credit.

### **OTA 1132 — Therapeutic Anatomy.**

This intake course will focus upon the structures of the human body and their respective functions. Emphasis will be placed upon the muscular, skeletal, and nervous systems. Two lectures. Two hours credit.

### **OTA 1213 — Pathology of Psychiatric Conditions.**

This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.



**OTA 1223 — Pathology of Physical Disability Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1233 — Pathology of Developmental Conditions.**

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three lectures. Three hours credit.

**OTA 1242 — Pathology of Orthopedic Conditions (Prerequisites: OTA 1132 & OTA 1314).**

This intake course provides a basic knowledge of selected orthopedic conditions encountered in occupational therapy practice. Emphasis is placed upon mechanisms of pathology and basic treatment approaches. The role and function of the OTA in the treatment process is also emphasized. Two lectures. Two hours credit.

**OTA 1314 — Kinesiology (Prerequisite: OTA 1132).**

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

**OTA 1413 — Therapeutic Media (Prerequisite: OTA 1113).**

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit..

**OTA 1423 — Occupational Therapy Skills I (Co-requisite: OTA 1113 & 1121 or other approved medical terminology).**

This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1433 — Occupational Therapy Skills II (Prerequisite: OTA 1423).**

This manipulative course provides intermediate practice skills used with patients/clients across the life-span and with various diagnosis. Two lectures. Two hours laboratory. Three hours credit.



**OTA 1513 — Group Process.**

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

**OTA 1913 — Fieldwork IA (Prerequisite: OTA 1423).**

This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the assigned clinical setting. One lecture. Six hours clinical. Three hours credit.

**OTA 2443 — Occupational Therapy Skills III (Prerequisite: OTA1433).**

This manipulation course provides advanced practice skills used with patients/clients across the life-span and with various diagnoses. Two lectures. Two hours laboratory. Three hours credit.

**OTA 2714 — Concepts in Occupational Therapy (Prerequisite: OTA 1223, 1423, 1242).**

This manipulative course studies the occupational therapy treatment techniques for a variety of diagnoses while incorporating theoretical concepts. Three lectures. Two hours laboratory. Four hours credit.

**OTA 2812 — Healthcare Systems.**

This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community, and social systems will be examined. Two lectures. Two hours credit.

**OTA 2935 — Fieldwork IB (Prerequisite: OTA 1423).**

This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the clinical setting. One lecture. Twelve hours clinical. Five hours credit.



**OTA 2946 — Fieldwork IIA (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

**OTA 2956 — Fieldwork IIB (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).**

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

**OTA 2961 — Occupational Therapy Transitions I.**

This course provides information and guidance to the student for their transitional process of becoming an Occupational Therapy Practitioner. This course will encompass a variety of professional skills and concepts. In addition, vital life skills will be discussed. One lecture. One hour credit.

**OTA 2971 — Occupational Therapy Transitions II (Prerequisite: OTA 2961).**

This course provides final preparation to the student for the transitional process of becoming an Occupational Therapy Practitioner. Three day seminar. One hour credit.

## **PARALEGAL TECHNOLOGY**

**LET 1113 — Introduction to Law.**

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

**LET 1213 — Legal Research (Prerequisite: LET 1113).**

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two lectures. Two hours laboratory. Three hours credit.



**LET 1513 — Family Law.**

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

**LET 1523 — Wills and Estates.**

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three lectures. Three hours credit.

**LET 1713 — Legal Writing (Prerequisite: LET 1213).**

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture. Two hours laboratory. Three hours credit.

**LET 2313 — Civil Litigation I (Prerequisite: LET 1213).**

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Two lectures. Two hours laboratory. Three hours credit.

**LET 2323 — Torts (Prerequisite: LET 1113).**

This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. Three lectures. Three hours credit.

**LET 2333 — Civil Litigation II (Prerequisite: LET 2313).**

This course is designed to continue the study of the litigation process from discovery through appeal. Two lectures. Two hours laboratory. Three hours credit.

**LET 2453 — Real Property I.**

This course is an introduction to real property law including ownership and transfer, employing ethics. Three lectures. Three hours credit.

**LET 2463 — Real Property II (Prerequisite: LET 2453).**

Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. Two hours lecture. Two hours laboratory. Three hours credit.

**LET 2523 — Bankruptcy Law (Prerequisite: LET 1113)**

This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.



**LET 2633 — Law Office Management (Prerequisite: LET 1113)**

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

**LET 2913 — Special Problem in Paralegal Technology.**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory. Three hours credit.

**LET 2923 — Internship for Paralegal.**

Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

## **READING TECHNOLOGY**

**TRE 1103 — Developmental Reading I.**

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

**TRE 1203 — Developmental Reading II.**

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

## **SURGICAL TECHNOLOGY**

**SUT 1113 — Fundamentals of Surgical Technology (Corequisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).**

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

**SUT 1216 — Principles of Surgical Technique (Corequisites: All 1st semester courses).**

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. One lecture. Ten hours laboratory. Six hours credit.



**SUT 1314 — Surgical Anatomy (Corequisites: All 1st semester courses).**

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

**SUT 1413 — Surgical Microbiology (Corequisites: All 1st semester courses).**

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

**SUT 1518 — Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

**SUT 1528 — Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; oral & maxcillo facial surgery, pediatrics, and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

**SUT 1538 — Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).**

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.



## WORK-BASED LEARNING

- WBL 191(1-3) — Work-Based Learning I.
- WBL 192(1-3) — Work-Based Learning II.
- WBL 193(1-3) — Work-Based Learning III.
- WBL 291(1-3) — Work-Based Learning IV.
- WBL 292(1-3) — Work-Based Learning V.
- WBL 293(1-3) — Work-Based Learning VI.

Work-Based Learning is a structured work-site learning experience for Career/Technical majors in which the student, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. The program includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester and summer sessions. Credit is awarded based on the following chart:

- 90 clock hours at work per semester = 1 hour credit
- 180 clock hours at work per semester = 2 hours credit
- 270 clock hours at work per semester = 3 hours credit

A maximum of six hours of WBL credits may be substituted for technical courses (required or elective) upon the approval of the student's advisor and the WBL Coordinator.



# CAREER COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward career certificates. It is not designed to transfer in an academic major.

## COSMETOLOGY

### **COV 1122 — Cosmetology Orientation**

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Two hours credit.

### **COV 1245 — Cosmetology Sciences I**

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

### **COV 1255 — Cosmetology Sciences II (pre/corequisite: COV 1245)**

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

### **COV 1263 — Cosmetology Sciences III (prerequisite: COV 1255)**

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Three hours laboratory. Three hours credit.

### **COV 1426 — Hair Care I**

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.



**COV 1436 — Hair Care II (Pre/corequisite: COV 1426)**

This course consists of the advanced study of properties of the hair and scalp, principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

**COV 1443 — Hair Care III (Pre/corequisite: COV 1436)**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

**COV 1522 — Nail Care I**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1532 — Nail Care II (Pre/corequisite: COV 1522)**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

**COV 1542 — Nail Care III (pre/corequisite: COV 1532)**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.



### **COV 1622 — Skin Care I**

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

### **COV 1632 — Skin Care II (Pre/corequisite: COV 1622)**

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

### **COV 1642 — Skin Care III (Pre/corequisite: COV 1632)**

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

### **COV 1722 — Salon Business I**

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

### **COV 1732 — Salon Business II (pre/corequisite: COV 1722)**

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

### **COV 2816 – Cosmetology Teacher Training I (Pre/Co-Requisite: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license).**

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.



**COV 2826 – Cosmetology Teacher Training II (Pre/Co-Requisite: COV 2816).**

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

**COV 2836 – Cosmetology Teacher Training III (Pre/Co-Requisite: COV 2826).**

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

**COV 2846 – Cosmetology Teacher Training IV (Pre/Co-Requisite: COV 2836).**

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

## **PRACTICAL NURSING**

**PNV 1213 — Body Structure and Function.**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three lectures. Three hours credit.

**PNV 1426 — Fundamentals of Nursing (Corequisite: PNV 1436).**

This course provides the student with the basic knowledge and skill necessary to care for the individual in wellness and illness and is applied across the life-span. Six lectures. Six hours credit.

**PNV 1436 — Fundamentals of Nursing Lab/Clinical (Corequisite: PNV 1426).**

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Nine hours lab. Four and one-half hours clinical. Six hours credit.

**PNV 1524 — IV Therapy Concepts.**

This course is designed to prepare the practical nursing student to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV certification as outlined in the above mentioned rules and regulations. Three lectures. Two hours lab. Four credit hours.



**PNV 1614 — Medical/Surgical Nursing (Corequisite: PNV 1622).**

This course provides the student with the basic nursing theory and skills to provide safe, effective care for a client experiencing an alteration in health systems selected from the following: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic, and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Alterations in Adult Health (PNV 1634). Pharmacological and nutritional therapy, as well as oncological considerations, for various disorders are included. Four lectures. Four hours credit.

**PNV 1622 — Medical/Surgical Nursing Clinical (Corequisite: PNV 1614).**

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skill, and the use of nursing process. Six hours clinical. Two hours credit.

**PNV 1634 — Alterations in Adult Health (Corequisite: PNV 1642).**

This course provides the student with the basic nursing theory and skills to provide safe, effective care for a client experiencing an alteration in health systems selected from the following: vascular; respiratory; sensory and integumentary; musculoskeletal; gastrointestinal; blood, lymphatic, and immunosuppressive; urinary; reproductive; endocrine; and neurological. The systems not covered in this course are taught in Medical/Surgical Nursing (PNV 1614). Pharmacological and nutritional therapy, as well as oncological considerations, for various disorders are included. Four lectures. Four hours credit.

**PNV 1642 — Alterations in Adult Health Clinical (Corequisite: PNV 1634).**

This course includes supervised clinical experience for application of medical/surgical theory and the development of skills and the use of nursing process. Six hours Clinical. Two hours credit.

**PNV 1715 — Maternal-Child Nursing.**

This course provides the student with the basic knowledge and skills to provide safe effective care for clients and families during pregnancy, postpartum, infancy, and childhood. 4.7 hours lecture. One hour clinical. Five credit hours.

**PNV 1813 — Mental Health Concepts.**

This course provides an introduction to mental health concepts. Clinical experiences will provide application of theory. 2.7 hours lectures. One hour clinical. Three hours credit.



### **PNV 1914 — Nursing Transition.**

Nursing Transition promotes the development of clinical decision-making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Two hours lecture. Two hours lab. Three hours clinical. Four credit hours.

## **WELDING, BRAZING AND SOLDERING**

### **WLV 1116 — Shielded Metal Arc Welding I (SMAW).**

This course is designed to teach students welding techniques using E-6010 electrodes. One lecture. Ten hours laboratory. Six hours credit.

### **WLV 1124 — Gas Metal Arc Welding (GMAW).**

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

### **WLV 1136 — Gas Tungsten Arc Welding (GTAW).**

This course is designed to give the student experience in various welding applications with the GTAW process. One lecture. Ten hours laboratory. Six hours credit.

### **WLV 1143 — Flux Cored Arc Welding (FCAW).**

This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

### **WLV 1155 — Pipe Welding (Prerequisites WLV 1116 and WLV 1226).**

This course is designed to give the student experience in pipe welding procedures. One hour lecture. Eight hours laboratory. Five hours credit.

### **WLV 1162 — Gas Metal Arc Aluminum Welding.**

This course is designed to give the student experience in Gas Metal Aluminum Welding. One Lecture. Two hours laboratory. Two hours credit.

### **WLV 1171 — Welding Safety, Inspection, and Testing Principles.**

This course is designed to give the student experience in safety procedures, inspection, and testing of welds. Two hours laboratory. One hour credit.

### **WLV 1226 — Shielded Metal Arc Welding II.**

This course is designed to teach students welding techniques using E-7018 electrodes. One lecture. Ten hours laboratory. Six hours credit.



**WLV 1232— Drawing and Welding Symbol Interpretation.**

This course is designed to give the student experience in reading welding symbols and drawings. One lecture. Two hours laboratory Two hours credit.

**WLV 1252 — Advanced Pipe Welding (Prerequisite WLW 1155).**

This course is designed to give the students advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. One hour lecture. Two hours laboratory. Two hours credit.

**WLW 1314 — Cutting Processes.**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two lectures. Four hours laboratory. Two lectures. Four hours laboratory. Four hours credit.

**WLW 1912 — Special Problems in Welding and Cutting Technology.**

A course to provide the students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

**WLW 192(1-6) — Supervised Work Experience in Welding and Cutting Technology.**

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 45 to 270 industry hours. One to six hours credit.

**WLW 2812 — Welding Metallurgy.**

This course is designed to give the student experience in the concept of metallurgy and how metals react to internal and external strains and temperature changes. Two hours lecture. One hour laboratory. Two hours credit.

**WLW 2913 — Welding Code.**

This course is designed to give the student experience in the various welding codes and the experience in interpretation of these codes. Three hours lecture.



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## **ADDENDUM A:**

### **Information Technology Use Policy**

#### **General**

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications, networks, and all related equipment (including vocational equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.



## **Authorized Users**

An authorized user is defined as any employee, student, or guest that has completed the Information Technology Use Agreement Form and/or has been approved by the Information Technology Department, referred to hereafter as IT. The form can be found at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup). For students, the agreement form will be part of the enrollment application.

## **Appropriate and Acceptable Use**

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable, as is the case with personal phone calls, provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact IT. Contact information is located at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup)

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Proper email etiquette is recommended. [www.holmescc.edu/policies/itup/etiquette.htm](http://www.holmescc.edu/policies/itup/etiquette.htm)
- Email groups have been created to easily communicate business related information to faculty and staff. Refrain from using these addresses for non-business related material.
- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.
- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by IT.
- If you learn of a virus alert or security threat, report it only to IT for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.



- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing "junk" email such as chain letters or spam.
- Engaging in any activity that may disrupt the use of resources for other users.
- Using the messenger service. This service is to be utilized only by Computer Services.
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by CS prior to installation to insure the security and integrity of the network.

### **Software**

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server without prior approval from IT. The software on each computer will be inventoried on a regular basis to ensure compliance. Software owned or licensed by HCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer.

### **Hardware**

Modifications or additions are not allowed without prior approval from IT. Do not relocate hardware unless it is approved by the person responsible for the equipment and a transfer form has been completed and delivered to Purchasing. Information systems equipment should not be removed from the premises of HCC without the permission from the department head and/or Purchasing. In the event equipment is to be off premises for an extended time, the employee responsible for the equipment must file a written hand receipt with Purchasing. Mobile equipment such as notebook computers, projectors, and cameras used in daily offsite work may be taken off campus by the person it was assigned to.

### **Security**

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the



risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject disciplinary action.

- Do NOT give your password to anyone other than IT.
- Do NOT post your password in a readily accessible area (ex. On monitor, an unlocked desk drawer).
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from IT.
- Do NOT attempt to hack/crack passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT use any wireless devices without authorization from IT. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT connect computer systems to the network while modems are in use.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from IT.

### **Data Backups**

Even though IT maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. IT performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

### **Reliability**

HCC/IT makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/IT will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

### **Violations**

All users are required to report any violations of this policy immediately to IT. The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals



and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to CS so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

## **Revisions**

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be posted at [www.holmescc.edu/policies/itup](http://www.holmescc.edu/policies/itup)



# HOLMES COMMUNITY COLLEGE

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P.O. BOX 369 • GOODMAN, MS 39079

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